



Connecticut State Community College
Job Description
Regional Director of Business and Industry Training

Salary Level:
CCP 20 (Subject to Willis)

Date Approved/Revised:
5/12/22

Position Purpose

The Regional Director of Business and Industry Training provides the development, design and administration of workforce development programs to initiate and maintain relationships with employers and provide a focus on specific and personalized training opportunities that directly assist employers in educating incumbent and prospective workforce members in the skills and abilities needed for useful job performance. This position uses an entrepreneurial approach to build, promote and lead activities related to businesses and industry training.

Supervisory and Other Relationships

The Regional Director of Business and Industry Training typically works under the direction of the Chief Regional Workforce Development Officer. The position may supervise or oversee the work of Program Coordinators, adjunct faculty, non-credit lecturers, or administrative support staff.

The position is required to solicit and increase and maintain strong cooperative and collaborative relationships with business and industry managers and employers and other public officials, as well as with college faculty, administration, staff and students.

The incumbent is expected to represent the College in a manner which enhances the College's image in the public and which is appropriate to the dignity of the institution.

Major Accountabilities

The Regional Director of Business and Industry Training is accountable the development and administration of educational programs beneficial to the workforce skills and abilities of business and industry in the region through effective performance in these essential functional areas:

- A. Research and analysis and identification of workforce development and training needs of business and industry in the region;
- B. Adopting an entrepreneurial approach to business and industry relationships;
- C. Creation of workforce development and training programs responsive to the needs of business and industry in the region;
- D. Direct the delivery of workforce development and training to business and industry;
- E. Access funding incentives for employers to engage college(s) for training
- F. Identify and secure funding streams for students' workforce development and training
- G. Review and evaluate program effectiveness and initiate needed corrective action.

Examples of Duties

The following examples of duties illustrate the general range of tasks assigned to the position but are not intended to define the limits of required duties. Other essential duties may be assigned consistent with the general scope of the position.

A. Research and analysis: The Regional Director of Business and Industry Training is accountable for researching and analyzing and identifying and meeting the workforce development needs of business and industry in the College's service area. This accountability includes such essential tasks as:

1. Conducting needs assessment through such methods as surveys of business and industry, meeting directly with leaders of business, industry and government and review of other sources of information;
2. Set goals for revenue streams and the number of business and industry and government entities served;
3. Analyzing training and educational needs of business and industry and of the College's capability to design, develop and conduct the needed training;
4. Analyzing costs and benefits of developing training programs;
5. Evaluating revenue and enrollment to ensure that outcomes align with set goals.

B. Entrepreneurial Approach: The Regional Director of Business and Industry Training is accountable for attracting new business and industry customers to the college and maintaining ongoing relationships with those partners.

1. Developing an action plan for college business and industry services;
2. Networking with regional professionals and representing the professional image of the college;
3. Attracting new business and industry partners and using sales skills to initiate and close contracts;
4. Effectively maintaining interpersonal relationships with regional partners by establishing rapport and using effective communication skills.

C. Program development: The Regional Director of Business and Industry Training is accountable for designing and developing in-demand workforce development programs which meet the current educational and training needs of the business and industry communities served by the College within the realm of appropriateness and capabilities of the College. This accountability includes such essential tasks as:

1. Ensuring incoming business and industries to the region are familiar with availability of training and workforce development opportunities;
2. Overseeing the design and development of new workforce development programs and courses which meet the current education and training needs of the College's business and industry communities;
3. Collaborating with marketing to promote new training opportunities;
4. Arranging for faculty, staff and facilities to carry out those programs;

C. Program Administration: The Regional Director of Business and Industry Training is accountable for the effective operation of the College's workforce development programs for business and industry. This accountability includes such essential tasks as:

1. Developing and administering program budgets;
2. Conducting personal presentations, developing marketing materials and carrying out other marketing efforts to promote the College's programs;
3. Negotiating and administering contracts with business and industry for program delivery;
4. Overseeing and directing adjunct faculty and program staff in program delivery.

D. Review and evaluation of program quality: The Regional Director of Business and Industry Training is accountable for the long-term quality of the College's business and industry workforce development programs. This accountability includes such essential tasks as:

1. Working with employers to ensure quality program delivery and reoccurring business;
2. Designing and developing educational program assessment instruments;
3. Collecting and analyzing data on learning results in comparison to business and industry needs and expectations as well as achievement of final competency standards;
4. Evaluating quality of program results including trainer effectiveness and return on investment analyses;
5. Initiating needed corrective action.

Professional Participation and Development

In addition to the accountabilities listed above, the Regional Director of Business and Industry Training is required to carry out the essential duties of:

- Attendance and participation at convocation, commencement and honors ceremonies;
- Service on assigned committees and task forces;
- Attendance and participation at, committee, staff, informational and professional meetings.

These may involve attendance at evening or weekend events, within contractual limitations.

The incumbent is required to maintain currency in the position's required fields of expertise and competencies. In addition, the position incumbent is required at all times to interact in a courteous and respectful manner with students, public and peers and to maintain complete confidentiality of student records and other materials of a confidential or sensitive nature.

Qualifications

Incumbents must possess proven ability to effectively work with a culturally, linguistically, and ethnically diverse faculty, staff, and students. They are expected to have excellent oral and written communication skills along with strong information technology literacy skills such as Microsoft Office (Word, Excel, Outlook, Teams etc.).

Incumbents are required to have demonstrated advanced knowledge and abilities in the following:

- Business development, marketing, public relations or a related field;
- Academic administration;
- Familiarity with curriculum development and adult learning;
- Information technology literacy skills;
- Strong interpersonal skills.

These skills and abilities typically are acquired through a combination of education, training and experience which would include a Master's degree related to business development adult education administration, workforce development; or an appropriate field together with three to six years of experience in applying those disciplines in a field together with one year of supervisory experience; or an equivalent combination of experience and training which would lead to the competencies required of a position incumbent.

Work Environment

Position incumbents perform much of their work in office settings where there is minimal lifting or other physical exertion required. Incumbents are required to travel to such locations as schools, business offices and community facilities and to meet with and to make presentations to key officials of schools and civic groups. Incumbents are required to be licensed to drive a private passenger automobile or to arrange for alternate transportation.