



Classification Description

Job Title: Assistant Director, Workforce Recruitment and Scholarship **Pay Grade: 117**

Job Code: 4224

FLSA Status: Exempt

Job Purpose

This position is part of the leadership team of the Division of Workforce Education and reports to the Assistant Vice President of Workforce Education. The Assistant Director, Workforce Education Recruitment and Scholarship provides coordination of the recruitment, processing, onboarding, and reporting activities related to workforce scholarships and grants working closely with appropriate departments across the College. This position leads Workforce Education recruitment efforts focused on enhancing the community's awareness of Workforce Education across FSW's five-county service region.

General Responsibilities

Essential Functions

Manages scholarship and grant operations of student facing elements of workforce funding opportunities to include federal, state, and external donor funds.

Maintains databases of students for the purpose of ensuring compliance with documentation and reporting requirements, tracking success and completion results.

Leads cross-departmental collaborations to support Workforce Education scholarship and grant operations.

Prepares reports and provides analysis each semester of workforce scholarship and grant activities.

Develops and implements communication plans to inform internal and external stakeholders of Workforce Education funding opportunities at FSW.

Communicates effectively with students to keep them connected, informed, and engaged. Provides success strategies and resources to students at specific intervention points and milestones.

Accurately disseminates information in a clear and concise manner, maintains detailed and accurate records, and provides appropriate referrals.

Implements plans and evaluates progress; refines plans or changes procedures as necessary.

Leads Workforce Education recruitment efforts focused on enhancing the community's awareness of Workforce Education across FSW's five-county service region.

ASSISTANT DIRECTOR, WORKFORCE RECRUITMENT AND SCHOLARSHIP

Supports internal recruitment efforts to inform prospective and current students about workforce programs and opportunities.

Ensures the integrity, privacy, security, and confidentiality of academic records by maintaining strict compliance with FERPA and state and federal regulations.

Hires, trains, supervises and evaluates assigned staff.

Represents FSW and the Division of Workforce Education at various community events.

Serve on designated committees as assigned.

Perform other related duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor degree from a regionally accredited institution of higher education.

Six (6) years full-time work experience working with students.

Appropriate combination of education and experience may be substituted.

Ability to travel independently within the College's five-county service district.

General knowledge of workforce programs.

Strong collaboration skills and ability to work closely with all a variety of stakeholders.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.

ASSISTANT DIRECTOR, WORKFORCE RECRUITMENT AND SCHOLARSHIP

- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: November 9, 2023.