

SECTION: Administrative Position Descriptions  
SUBJECT: Dean of Workforce Development - Administrative Staff  
SOURCE REFERENCE: GSCC Internal Information

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NUMBER: C/1.5

## **Dean of Workforce Development- Administrative Staff**

### **Coordinator of Workforce Development**

The Coordinator of Workforce Development oversees workforce development programs including credit and non-credit career technical programs and training delivery for business and industry, as well as manages projects for training and workforce development grants. The Coordinator should have a broad knowledge of technical education, and local and state workforce development initiatives, and have the ability to establish and foster partnerships with local government, secondary education, and business and industry while demonstrating a commitment to students' success.

### **Adult Education Program Director**

The Adult Education Program Director is responsible to the Dean of Workforce Development to provide program leadership and direction; plans, develops, implements, and evaluates all aspects of the Adult Education program and personnel; supervises instructors and academic assistants.

### **Coordinator of Continuing Education and ADA**

The Coordinator of Continuing Education and ADA is responsible to the Dean of Workforce Development and the Director of Legal Affairs, for continuing education activities and ADA compliance, respectively. Duties include developing, promoting, and providing, on a semester basis, non-credit seminars, workshops, and short-course opportunities outside the regular curriculum in a flexible format, time frame and setting to meet the identified community/service area education, training, and personal enrichment needs, and serving as ADA Compliance Officer.

### **Division Chair, Applied Technologies/Engineering Technologies – Etowah/Cherokee**

The Division Chair is responsible to the Dean of Workforce Development, or his/her designee, for planning, preparing and presenting appropriate and effective learning experiences to students. The Division Chair is also responsible for providing the leadership and supervision needed for the programs and the instructors in the Applied and Engineering Technologies Divisions, including class schedules preparation and budgets.

### **Community Education Liaison**

The Community Education Liaison is responsible to the Dean of Workforce Development, or his/her designee, to promote awareness of the College's programs and services to citizens of Calhoun and Cleburne counties.