Executive Director, Center of Excellence for Information and Computing Technology R20029

Salary: Depends on Qualifications

Location: Bellevue WA, WA

Job Type: -Exempt

Division: Economic & Workforce Development

Job Number: R20029

Job Status: Full-TimeNot Eligible for OvertimeNon-Represented

DESCRIPTION
The Director of the Center of Excellence for Information and Computing Technology (CoE for ICT) reports to the Vice President of Economic & Workforce Development and provides leadership in promoting and maintaining the Center as a recognizable and highly valuable component in Washington's economic and workforce development initiatives. The CoE for ICT Director serves as the primary liaison between the Center, business and industry, Washington Community and Technical Colleges, the State Board for Community and Technical Colleges, other educational institutions and partners, and economic and workforce development systems.

COMPREHENSIVE WAGE AND BENEFIT PACKAGE
Salary range begins at $91,988. Annual salary will be commensurate with candidate's qualifications and related experience.

We offer comprehensive compensation package with salary and benefits as the main components. Generous benefits package is offered through Washington State plans that includes multiple medical, dental, life and disability coverage choices for employees and dependents; choices of retirement and deferred compensation plans; paid holidays, sick, and vacation plans; transit program, reduced tuition, employee discounts and memberships, etc.

For more details about Bellevue College's excellent employee benefits, please visit Benefits section, next to Description section.

ABOUT THE COLLEGE
Bellevue College is a diverse student-centered, comprehensive and innovative college, committed to teaching excellence that advances the life-long educational development of its students while strengthening the economic, social and cultural life of its diverse community. Bellevue College is located just 10 miles east of Seattle where we serve a student population of over 44% students of color and over 1,100 international students. The college promotes student success by providing high-quality, flexible, accessible educational programs and services; advancing pluralism, inclusion and global awareness; and acting as a catalyst and collaborator for a vibrant region.

We strive to create a vibrant and inclusive campus community that supports a diverse student body, faculty and staff. As an essential part of our http://www.bellevuecollege.edu/futurevision/core-themes/, diversity, equity and pluralism are promoted and fostered in all aspects of college life. By enriching student life through leadership opportunities, personal learning and cultural experiences, we are committed to building an inclusive and diverse campus community that fosters creativity, innovation and student success.
ABOUT THE DEPARTMENT
The Centers of Excellence institutions are flagship institutions that build and sustain Washington’s competitive advantage through statewide leadership. Each Center focuses on a targeted industry that drives the state’s economy and is built upon a reputation for fast, flexible, quality education and training programs. A targeted industry is identified as one that is strategic to the economic growth of a region or state. Guided by industry representatives, Centers lead collaborative and coordinated statewide education and training efforts to build a competitive workforce in a global economy.

Centers will:

• Maintain an institutional reputation for innovation and responsive education and training delivery to their targeted industry.
• Act as a broker of information and resources related to their targeted industry for industry representatives, community-based organizations, economic development organizations, community and technical colleges, secondary education institutions, and four-year colleges and universities, and students and parents.
• Translate industry research into best practices.
• Provide system coordination, coaching, and mentoring to assist in building seamless educational and work-related systems.
• Build a competitive workforce for driver industries in Washington State.

POSITION DUTIES
Community Outreach

• Convenes critical stakeholders in partnership and acts as the ‘hub’ for information, meetings, best practices and advising
• Understands and leverages national and state policy as it relates to workforce development within a given sector
• Establishes, facilitates and maintains a strong and engaged Advisory Board
• Represents the Center on a national stage by conducting research, speaking at conferences, and attending workshops and meetings
• Oversees a robust communications and marketing strategy, including maintaining a website, social media presence, marketing, and outreach materials
• Collaborates with college system to identify gaps in training and workforce needs, support/facilitate the design of curriculum/program content and delivery processes for the 34 colleges
• Identifies industry sector workforce needs; Adapts quickly to changing market conditions, workforce needs and educational demand
• Demonstrates and oversees sound project management processes, methods and tools to ensure accurate, timely, in-budget deliverables
• Identifies grant and funding opportunities to support Center initiatives, oversees proposal writing and ensures contractual obligations are met

Operations/Administration

• Oversees all aspects of Center program development and initiatives in response to the needs of industry partners and the college system in the context of current and future workforce trends
• Possesses and nurtures entrepreneurial, creative, innovation-driven approaches to serving the college system, industry and labor
• Implements rigorous and systematized approaches to market research, data collection and analysis in service of resource development and Center financial health
• Inspires and leads all aspects of Center operations from strategic visioning and goal setting to resource management and staff development and use of technology and data systems
Other

• Prepares and tracks budgets for multiple Center projects; supervise the design/execution of Center contracts; ensure appropriate expenditure of funds in compliance with contract terms, state/federal/local regulations and policies; help ensure strong partnerships with business and government entities
• Formulates and implements initiatives to improve performance and cost effectiveness of Center operations
• Performs other duties as assigned

QUALIFICATIONS/CORE COMPETENCIES

• Bachelor’s degree in relevant field of study. Relevant experience may be substituted for the education requirement on a year-for-year basis
• Two (2) years of relevant professional experience such as curriculum development, program development, partnerships or experience in economic and workforce development initiatives

POSITION SPECIFIC REQUIREMENTS:

• Experience convening critical stakeholders in partnership
• Experience leading curriculum development for information technology programs
• Experience with leveraging sector strategies relating to workforce development initiatives
• Experience establishing and maintaining a strong and engaged Advisory Board
• Experience creating a communications and marketing strategy, including maintaining a website, social media presence, marketing, and outreach materials
• Effective interpersonal skills, including written and oral communications, listening, presentation, and/or group facilitation
• Experience working in higher education working with private industry to identify gaps in training and workforce needs
• Experience in project management
• Previous experience in grant sourcing, proposal development, and administration of grant funding
• Experience developing and implementing IT related events involving students, educators, and industry professionals and organizations
• Experience in K-12 or higher education, developing curriculum, course content, information technology or computer science programs (degrees and/or certificates)

PREFERRED QUALIFICATIONS:

• Master’s Degree in relevant field of study
• Experience working with the technology industry, labor, Community & Technical College system, and/or other state agency
• Experience with initiating and/or leadership participation in multi-agency education and workforce development organizations
• Experience leading and facilitating IT industry professional, student, and educator focus groups go gather data for Center-related projects and services
• Experience in the development of new IT programs of study (degrees/certificates)

SPECIAL INSTRUCTIONS FOR APPLICANTS
Applications received by 03/25/2020 will be given full consideration. Applications received after that date may be considered until the position is filled. This position is not eligible for relocation allowance.
Background Check:
Prior to start of employment, a background check will be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant’s suitability and competence to perform in the position.

How to Apply:
Click on the word Apply at the top right corner of the job announcement.

Individuals interested in this position are encouraged to apply. Your application must include a complete online application and all of the required documents below to be considered complete. Any application that does not provide all requested information will be considered incomplete and will not be screened for the position.

• Complete an online application (note that stating "See Resume" on any section of the online Application will be deemed incomplete)
• Attach a Resume
• Attach a Cover Letter
• Attach a Diversity Statement that addresses the following: Please provide specific examples of how your educational and/or professional experiences, background or philosophy demonstrate your commitment to diversity and equity, and how these prepare you to contribute to Bellevue College (min 1 pg, max 2 pgs)

To apply, visit https://aptrkr.com/1929137

Bellevue College is an equal opportunity employer committed to providing equal opportunity and nondiscrimination to applicants and employees without regard to race or ethnicity; creed; color; national origin; sex; marital status; sexual orientation; age; religion; genetic information; the presence of any sensory, mental, or physical disability; or whether a disabled or Vietnam-era veteran. Please see policy 4100 at www.bellevuecollege.edu/policies/. Applicants with disabilities who require assistance with the recruitment process may contact hr@bellevuecollege.edu or 425-564-2271. The following people have been designated to handle inquiries regarding non-discrimination policies: Title IX Coordinator, 425-564-2641, Office C227, and EEOC/504 Compliance Officer, 425-564-2178, Office R130.

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