



MANAGER, REGIONAL EMPLOYER ENGAGEMENT

DEFINITION

Under general direction of the Dean, Instruction, serves as the primary employer engagement manager for the sub-region (IEDRC High Desert) of the Inland Empire Desert Regional Consortium (IEDRC). The sub-region includes three community colleges: Barstow Community College, Copper Mountain Community College, and Victor Valley Community College District.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean, Instruction; may exercise direct supervision over technical and administrative staff.

CLASS CHARACTERISTICS

This classification is responsible for working with all employers within the sub-region, working broadly across industry sectors and colleges within assigned area. Incumbents are responsible for designing, planning, implementing and evaluating assigned area, including short and long term planning activities; preparing budgets and formulating and recommending policies and procedures.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as a sector generalist for employer engagement in each of the four sub-regions encompassing IEDRC nine community college districts comprised of 12 community colleges.
- Coordinates employer engagement activities between multiple colleges, K12, and the region.
- Collaborates with regional job developers, LAUNCH, Workforce Development, Contract Education, and other entities involved in employment engagement.
- Serves as a conduit between employers and college services to ensure that employers have access to the full range of opportunities.
- Conducts outreach to individual businesses and participates in local industry/business meetings (i.e., Chamber of Commerce).
- Facilitates business and college interaction.
- Supports community colleges and K12 Local Education Agencies (LEAs) with their Career Technical Education (CTE) advisory events, skills panels, job fairs, etc. by assisting with employer participation.
- Assists community colleges and K12 LEAs with the expansion of work-based learning programs and opportunities.
- Facilitates college responsiveness to the training needs of employers, including connecting employers to colleges for credit, non-credit, and contract education.
- Works closely with Industry Sector Managers as needed and appropriate.
- Serves as a general point of contact for employers within the sub-region.
- Creates and utilizes a college/employer gap analysis to highlight existing college partnerships, areas of need and areas of opportunity in the sub-region.

- Collaborates with other Employment Engagement Managers and Industry Sector Managers for efficiency to avoid duplication of efforts.
- Partners with K12 pathway coordinators within the region.
- Collaborates and shares performance accountability with IEDRC
- Works productively and cooperatively with others by demonstrating respect, patience and equitable treatment of all internal and external customers.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, techniques, and procedures used in the planning, development, marketing.
- Principles and processes for business and organizational modeling.
- Leadership techniques.
- Strategic planning, resources allocation, staffing, and supervision.
- Analysis and various complex methods for the presentation of data and ideas.
- Standard business software such as word processing, spreadsheets, presentation and specialized business software.
- Methods for gathering and presenting general, statistical, and technical data.
- Budget development and expenditure tracking.
- Complex business report writing.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious and cultural backgrounds, physical ability, and sexual orientation.
- Techniques for effectively representing the District in contact with government agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Ability to:

- Analyze, interpret, summarize, and present information and data in an effective manner.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to a bachelor's degree from an accredited college or university.

Experience:

- Five (5) years of professional experience in workforce development, economic development, organizational development, project management, or related experience

Licenses and Certifications:

Valid California Driver's License

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employee will work in an office environments as well as frequent travel to different colleges, schools, businesses, and local agencies.