



Montcalm Community College

Title: Dean for Occupational Programs & Workforce Development	Department: Academic Affairs
Employee Group: Administration	Employee Classification (if applicable): N/A
Immediate Supervisor: Vice President for Academic Affairs	Supervises: Occupational Faculty and Greenville Campus Staff
Hours: 40	EX/NE: Exempt

General Description: The Dean for Occupational Programs and Workforce Development is a strategic liaison between Montcalm Community College and its business, industry, and community partners. This position is responsible for fostering collaborative partnerships that drive regional workforce development, support customized training and apprenticeship programs, oversee non-credit course offerings and ensure the relevance of occupational programs to meet industry standards. The Dean also plays a pivotal role in promoting a positive and inclusive workplace culture, reinforcing the college's commitment to creating impactful and sustainable community and business relationships.

Position Duties/Functions:

1. Exercise good stewardship of college resources and adhere to college policies, procedures, and contractual obligations in the administration of assigned responsibilities, while fostering a culture of respect, inclusivity, and collaboration.
2. Oversee Greenville Campus operations, promoting an environment of excellence and responsive service.
3. Ensure continuous improvement in course and program assessment within the division, aligning with current and future workforce demands
4. Lead the development and management of credit and non-credit schedules, including summer camps, to reflect the evolving needs of the community and industry.
5. Participate in review of course evaluations.
6. Cultivate strategic business and industry partnerships to develop innovative training solutions, elevate program relevance, and support economic growth across Ionia, Gratiot, Newaygo, and Montcalm Counties.
7. Provide consultative and assessment services to business and industry clients, including workforce grant preparation and customized training development.
 - a. Champion the Michigan New Jobs Training Program, aligning program goals with the strategic objectives of local industry.
8. Serve as the College's primary workforce training representative for Ionia, Gratiot, Newaygo, and Montcalm Counties.
9. Supervise all occupational programs (except nursing and health careers), ensuring alignment with regional workforce needs and maintaining compliance with industry standards.
10. Oversee the staffing of all courses, ensuring alignment with Higher Learning Commission credentialing requirements.
11. Seek and secure relevant grants, such as Carl D. Perkin's grant, to support program innovation and growth.
12. Support and actively participate in the College's strategic planning processes.
13. Serve as part of the Expanded Executive Team.

14. Lead a mentorship program for industrial occupational adjunct faculty, fostering professional growth and reinforcing a collaborative teaching community.
15. Ensure compliance with local, state, and federal reporting requirements, while building a culture of transparency and accountability.
16. Perform other duties as assigned by the Vice President for Academic Affairs or College President.

Required Qualifications:

1. Master’s degree required.
2. College level teaching and/or business/industrial experience.
3. Demonstrated excellence in organizational/management skills.
4. Commitment to the mission of a comprehensive community college.
5. Familiarity with and commitment to the mission and goals of Montcalm Community College.
6. Demonstrated knowledge of and skill in assessing training needs and developing appropriate training.
7. Demonstrated knowledge of and skill in developing and nurturing community and business networks.
8. Demonstrated ability to work positively and productively with students, college staff, community groups, business and industry personnel, and the general public.
9. Demonstrated excellence in written, oral, and interpersonal communication.
10. Demonstrated ability to work as a team member as well as independently.

Benefits:

Medical, Dental and Vision coverage, high deductible health plan (some plans fully funded). Long-term disability, Group Term life insurance, vacation, and sick leave. Tuition free study (some limitations) for self and dependents age 25 and under.

REMUNERATION:	\$84,000 - \$100,000 (determined by experience)
APPLICATION DEADLINE:	November 22 @ Noon
START DATE:	January 2, 2025
METHOD OF APPLICATION:	Online application at www.montcalm.edu/employment. Attach your cover letter, detailed resume, transcripts, and three reference letters.

It is the policy and practice of Montcalm Community College to provide equal educational and employment opportunities regardless of race, sex, pregnancy, color, religion, national origin or ancestry, age, marital status, height, weight, disability or veteran status, or genetics in all programs, activities, services, employment, and advancement including admissions to, access to, treatment in, or compensation in employment as required by state and federal law. In addition, no person, on the basis of sexual orientation, gender identity, or gender expression shall be discriminated against in educational programs, activities, or admissions. Arrangements can be made to ensure that the lack of English-language skills is not a barrier to admission or participation.