



NATIONAL SEARCH FOR
**VICE PRESIDENT OF ECONOMIC AND
WORKFORCE DEVELOPMENT**



Weirton Campus

West Virginia Northern Community College, a three-campus, comprehensive public, two-year college, seeks an experienced administrator with strong experience in training and workforce development to serve as **Vice President for Economic and Workforce Development**. The preferred start date is July 1, 2020.

The College

West Virginia Northern Community College (Northern) enrolls 1,369 students across its three campuses in Wheeling, Weirton, and New Martinsville. Students are primarily from West Virginia, with 12 percent of those attending being from out of state. The College has 87 full- and 17 part-time staff members and 51 full-time faculty and 48 adjuncts. Faculty members bring both knowledge and experience to their classrooms, as well as a strong commitment to student success.



Daniel Mosser, Ph.D., became the College's 8th president in September 2019. A Western Pennsylvania native, Dr. Mosser brought more than three decades of leadership experience in higher education and workforce training to Northern, including over 18 years as a senior executive in community colleges.

With its open-door enrollment policy, Northern admits all adults desiring postsecondary education. Northern has a robust dual enrollment program with partnerships with all high schools in the Northern Panhandle, including the West Virginia EDGE (Earn a Degree-Graduate Early), where career-technical students in selected programs earn college credit for technical courses. Currently, high school students account for 28 percent of the institution's total enrollment.

As a comprehensive community college, Northern provides 71 programs and courses

in applied technologies, business career studies, computer information technology, culinary arts, education, healthcare professions, human services, criminal justice, and liberal arts. Workforce development is a key part of the mission and includes dozens of continuing education offerings. The College awards the Associate in Arts degree, Associate in Science degree, and Associate in Applied Science degree and offers nearly 20 specialized two-plus-two transfer programs with numerous four-year institutions. Online education courses continue to expand.

Northern's website is www.wvncc.edu.

The Economic and Workforce Development Division

Northern's Economic and Workforce Development Division contributes to the economic development of the area by enhancing the regional workforce through continuing education, technical education partnerships, small business development, and customized training and degrees. The Division

MISSION STATEMENT

West Virginia Northern Community College's mission is to educate and empower individuals to achieve academic and career goals, leading to a highly skilled, well-rounded, and accomplished workforce which successfully competes and adapts in a global economy.

The College responds to the needs of the region it serves by offering a high-quality learning environment that is accessible, safe, and accommodating while nurturing teamwork and community service.



also is responsible for computer-based instruction and testing, short-term and noncredit courses, and internships with area companies and businesses.

Strategic partnerships and flexible learning methodology allow Northern to provide tailored solutions for addressing workforce development needs of the emerging, existing, entrepreneurial, and developmental workforces. In addition to its regularly scheduled training programs, the College conducts training for local and regional companies either on campus or at the business. Its new Center for Business & Industrial Training is enabling WVNCC to further expand its industrial, business, and customized training year round.

The West Virginia Small Business Development Center is part of the Division and provides expert guidance to small businesses. Businesses have access to services and assistance needed throughout their development process, including concept, startup, and growth, as well as a statewide network of business coaches.

The Division is responsible for three flexible degree programs that are designed to credential training and education that individuals obtain outside a normal degree program or from non-



collegiate providers. These programs are customized so the training includes skills training specifically required by employers along with a general education core and other technical training provided by Northern.

To provide high school students an opportunity to earn college credit, the College joined with six county school systems to form the Northern Panhandle District Consortium. Through this partnership, high school students have the opportunity to earn college credit through their high school courses, as well as align them on a career pathway with Northern.

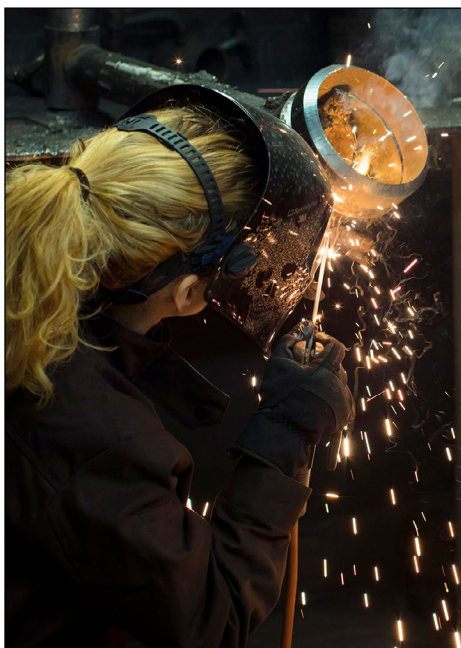
The Opportunity

The Vice President for Economic and Workforce Development provides overall direction for the College's Economic and Workforce Development Division. A member of the President's Cabinet, the Vice President reports directly to the President and works closely with the Provost.

The Vice President is responsible for annual planning, including setting operational goals, developing programming for all three campuses, and coordinating activities of all programmatic areas within the division. This officer also oversees workforce development courses and programs, professional testing, business development, employer and agency partnerships, and community education.

The Vice President has three subordinate managers: the Director of Economic and Workforce Development, the Continuing & Community Education Manager, and the Small Business Development Center Manager. These managers are responsible for the supervision of their units.

This administrator collaborates and communicates with others internally and externally and works with sensitive and/or confidential information and issues.





New Martinsville Campus

The Vice President develops and maintains relationships with key contacts to enhance workflow and work quality. The abilities to problem-solve and work with complex situations are needed to be successful in this leadership role.

Essential Functions:

- Assesses short- and long-term economic and workforce trends in the College's service area.
- Recommends appropriate College programming through participation on appropriate boards and Chambers of Commerce, continual involvement with employers and agencies, and formal and informal environmental scanning of workforce needs, etc.
- Establishes and maintains strategic partnerships to address regional workforce needs including, but not limited to, secondary career-technical education (CTE) programs; Workforce West Virginia; state commerce, labor, and workforce personnel; and other community and technical colleges and providers.
- Prepares grant proposals and external funding requests to support workforce education and training initiatives for College programs and for customized training for employers.
- Develops and manages the annual division budget and budgets for each project administered by the department.
- Supervises personnel assigned to the Division.
- Identifies and hires appropriate personnel to deliver workforce education and training programs.
- Develops and presents recommendations related to workforce development planning and policies at the College, System, and State levels, including providing input to the College Strategic Plan and the State Compact.
- Develops a division strategic plan that includes strategies for outreach growth and potential revenue generation.
- Develops and implements a marketing strategy for the area in collaboration with the Director of Marketing and Public Relations.
- Develops and implements processes to continually assess effectiveness of workforce development, business development, and community education programs.
- Collects data and submits reports regarding workforce programs to appropriate College personnel, state agencies, and other stakeholders.
- Serves as the College representative on appropriate economic and workforce development boards and committees at the local and state level and attends regional and state meetings pertaining to the College's workforce programming.
- Works collaboratively with the Provost to develop and implement workforce programming offered for credit, including the development of new applied technology degree and certificate programs to address emerging workforce needs of the region.
- Administers applied technology degree and certificate programs assigned to the Division, under the direction of the Provost.
- Administers the flexible degree programs including the Occupational Development and the Technical Studies programs.
- Ensures delivery of a community education program that meets local needs.
- Oversees a proctored testing center providing employment testing and certifications, including state and national organizations.
- Serves as the College lead for administering the SBDC program.
- Serves as the College lead for administering the Adult Education program.
- Is responsible for fiscal oversight of all programs operated by the division.
- Fulfills other duties as assigned by the President.

Qualifications

Candidate must have a master's degree in Adult or Career Education, Workforce Development, Industrial Technologies, Human Resource Development, Social Sciences, or a related degree, from an accredited college or university. An equivalent combination of education and/or experience will be accepted provided applicant has the knowledge, skills, and ability to perform essential functions of the job.

A minimum of five years of experience of supervising staff and developing and delivering workforce programs or training for business and industry, including assessing training needs and program design. At least five years of experience in higher education or corporate training is preferred.

Required Skills and Abilities

- Successful grant writing and administration at the local, state, and federal level
- Budget planning, monitoring, and record maintenance and reporting skills and abilities
- Proven ability to build collaborative partnerships
- Ability to analyze and interpret financial data
- Excellent interpretation of complex statistical data
- Excellent oral and written communication skills, including presentations

Wheeling, West Virginia

Serving all three campuses, Northern's administrative offices are located in the B&O Building, originally the passenger terminal of the Baltimore and Ohio Railroad, on the central campus in the City of Wheeling. Known as "the friendly city," Wheeling and the surrounding area has a rich heritage. The city has a population of 28,500, while the metro area has more than 145,000 residents.

Whether it's dining, shopping, or exploring, Wheeling offers a treasure of one-of-a-kind experiences. The city combines a wonderful mixture of small town characteristics and major market quality of life. Along with a low cost of living, Wheeling boasts outstanding cultural attractions, a variety of entertainment venues, and ever-growing employment opportunities. Private and public schools are available.

The city is located on the Ohio River, between Ohio and Pennsylvania, in West Virginia's Northern Panhandle. The scenic riverfront location, proximity to mountains, festivals, parks and



playgrounds, century-spanning historical sites, and award-winning events solidify the city as a great place to work, live, and play.

If seeking a more urban outing, Wheeling is less than an hour from Pittsburgh, PA, and two hours from Columbus, OH.

Application and Nomination Process

Confidential inquiries are welcomed, and nominations are invited.

Application packet must include:

- a) Letter of interest addressing the qualifications listed
- b) Current resume or curriculum vitae
- c) At least five current references with full contact information, including phone numbers and e-mail addresses (References will not be contacted without applicant's consent.)

Submit application packet to WVNCC-VPEWD@myersmcrac.com (preferably as PDFs) by **June 9, 2020**, for best consideration. Applications will be accepted until the position is filled.

Submit nominations to WVNCC-VPEWD-Nominate@myersmcrac.com with complete contact information and e-mail address for the individual being nominated.

Kenny Daugherty, President of **Myers McRae Executive Search and Consulting**, is assisting with this search.



515 Mulberry Street, Suite 200,
 Macon, Georgia 31201
 478-330-6222 | www.myersmcrac.com

West Virginia Northern Community College, pursuant to the requirements of Titles IV, VI, VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, does not discriminate against applicants, employees, or students on the basis of race, color, religion, sex, disability, age, gender, ancestry, marital or parental status, or national origin in its employment policies and/or educational programs or activities, including admissions to such.