



## **POSITION ANNOUNCEMENT**

### **ABOUT AUGUSTA TECHNICAL COLLEGE**

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development of its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### **ABOUT AUGUSTA, GEORGIA**

Augusta, GA is a regional center for advanced manufacturing, biotechnology, cyber security, and medicine. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Place in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at Augusta National Golf Club and being the hometown of recording artist, James Brown. The region offers a wonderful live, work, play environment with assets such as the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Position:** Vice President for Economic Development

**JOB COD:** 10104

**Campus Location:** Augusta Campus

**Salary:** Commensurate with education and work experience.

### **JOB SUMMARY**

The Vice President for Economic development is responsible for planning, administering and evaluating economic development services to include supervision and leadership in the activities of personnel as related to economic development.

### **MAJOR DUTIES**

The VP for Economic Development serves as the chief economic development and continuing education officer of the college. The vice president is responsible for leading the division of corporate and community education that consist of adult education, corporate, & continuing education. As the chief economic development officer, the vice president is responsible for liaising with the development authorities of the CSRA in recruitment and retention of businesses in Burke, Columbia, Lincoln, McDuffie, and Richmond Counties.

Reporting directly to the President and serving as a member of the President's cabinet, the Vice President of Economic Development provides executive leadership and oversight for the Corporate and Continuing Education Division. The Division of Corporate and Continuing Education offers a wide range of programs to thousands of individuals each year providing affordable quality career training, education, and personal enrichment.

He/she will carry out a broad range of managerial and fiscal responsibilities. Duties include, but are not limited to, the following:

- Develops and manages innovative and attractive educational non-credit programs for adults in response to changing needs of constituencies.
- Fully develop 90 day or less short-term training programs in high demand career fields within the region.

- Fully develop programs for individuals 55 & older, summer camps for middle and high school students, and personal interest classes for residents within the region.
- Work with the Provost to develop prior learning (PLA) pathways between credit and non-credit programs.
- Ensures the division exceeds its annual metrics for adult education and continuing education.
- Ensures the division exceeds its revenue goals for the fiscal year.
- Assist development authorities in the recruitment of new and the expansion of existing business and industry within the service area.
- Develop partnerships with businesses, industries, agencies, schools, and other community stakeholder organizations to make community and economic development programs accessible.
- Promotes, develops, provides instruction (customized trainings) and/or pre-employment training programs for business and industry.
- Conducts industry job and training analysis; develops training plans and designs performance-based training.
- Participates in the college's strategic planning, institutional effectiveness, and accreditation processes
- Prepares and oversees operational budgets; implements short- and long-range fiscal plans, determines allocation of funds for staff, supplies, facilities and equipment; authorizes and monitors expenditures.
- Leads, motivates, and evaluates divisional employees.
- Develops and implements strategic plan to guide the division for the next five years.
- Writes grant proposals for continuing education and workforce development initiatives and creates alliances for funding through strategic partnerships.
- Guides the development and implementation of divisional marketing plans.
- Serves as college liaison to the Technical College System of Georgia's Economic Development Peer Group.
- Serves on regional, state, or national boards, committees, or taskforce on behalf of the institution.
- Assists with the development of policies and procedures and recommends changes to effectively meet division and college goals/requirements.
- Performs other related tasks as assigned by the president.

### **MINIMUM QUALIFICATIONS**

Master's Degree in Business, Education, Public Administration or related field  
8-10 years in higher education administration, continuing education, or business & industry.

### **PREFERRED QUALIFICATIONS**

Doctorate Degree in Business, Education, Law, or Public Administration  
LERN Practices  
CEcD Certified  
10-15 years in continuing education programming

### **COMPETENCIES**

Ability to create and maintain corporate partnerships  
Ability to communicate and engage with C-Suite Executives  
Strong Verbal Communication  
Strong Written Communication  
Strong Confidentiality for Economic Development Projects  
Strong P & L Experience  
Strong Data Analytics Skills  
Mid-to-Expert level Microsoft Suite Experience  
Entrepreneurial Vigor

**APPLICATION DEADLINE:** The position will remain open until filled. All applications packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

*A Unit of the Technical College System of Georgia*

**Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.