

San Jose/Evergreen Community College District
Academic Management Job Description

Position: Vice President, Strategic Partnerships & Workforce Innovation

Division: Strategic Partnerships & Workforce Innovation

POSITION PURPOSE

Under policy direction, the Vice President, Strategic Partnerships & Workforce Innovation plans, administers and directs the academic programs and services of the Strategic Partnerships & Workforce Innovation division; serves as an advisor to the college President and Board of Trustees on strategic matters related to industry workforce needs and partnerships and the goals of Strong Workforce funding from the State Chancellor's Office; with Directors and Deans, develops and administers relevant training programs and curricula to support student academic and workforce success; provides leadership in long-term planning of educational programs, policy and resource allocation; works collaboratively with the college's diverse stakeholders to develop and implement innovative approaches to enhance student learning and provide a student-centered learning environment; and performs other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below exemplify the work of the classification, and assigned duties may include work that is similar, related or a logical assignment to this class.

1. Plans, directs, and controls the activities, services, and operations of SJCC's Strategic Partnerships & Workforce Innovation division; serves as a member of the President's Executive Leadership Team and provides leadership in formulating and executing college strategic plans, goals, objectives, policies and priorities to facilitate equitable student access and academic success consistent with the College's Education Master Plan and District objectives.
2. Directs the development and implementation of the strategic direction of Strategic Partnerships & Workforce Innovation division; identifies objectives and measurable outcomes for the division; provides strong, dynamic academic and administrative leadership, fosters a supportive environment and encourages scholarship, teaching, and learning excellence.
3. Through subordinate Deans and managers, directs and administers the operations and activities of the Business and Workforce, Career Education, Adult Education academic departments and the delivery of academic programs, services and partnerships at the Milpitas Extension; ensures instruction meets student needs and availability of an effective learning environment; leads and coordinates efforts to integrate instruction and student services to improve access and student success.
4. Plans, directs, and evaluates the work assignments and performance of division deans, faculty, management and staff; interviews and participates in selecting faculty, managers and employees; oversees performance review processes; trains, counsels, and disciplines employees according to established policies and procedures.
5. Coordinates and oversees the development and administration of the divisional budget including oversight of partnership programs and the Milpitas Extension site operations and facilities; makes recommendations to meet the educational and support needs of students at the College; participates in the preparation and development of the overall College budget and resource allocations; develops and submits mid-year and annual budgets and reports to the District, State Chancellor's Office and other funding sources; ensures District compliance with mandated program and reporting initiatives, requirements and regulations.

6. Facilitates grant and external funding development and administration including those related to Strong Workforce funding; identifies new funding sources and grant prospects; coordinates grants research and application in consultation with faculty, staff, administrators and grant-writing resources; initiates and administers innovation and entrepreneurship initiatives with stakeholders in promoting access to college career technical education programs; cultivates relationships with philanthropic resources and regional stakeholders.
7. Provides leadership in developing, implementing, and maintaining course curriculum and skills training programs in response to industry needs and labor market gaps; participates and leads strategic efforts to address barriers and issues related to student outreach and enrollment, student equity, and student persistence and retention.
8. With the VP, Academic Affairs, provides leadership in developing pathways and skills training programs to meet regional workforce needs; directs or conducts curriculum review, evaluation and planning to ensure the currency and relevance of college curricula in meeting student needs and program completion, degree and/or transfer requirements; ensures assessment plans to measure instructional courses for learning outcomes and adherence to accreditation standards.
9. Establishes new partnerships and maintains existing partnerships with businesses, community organizations and key industry collaborators to support adult education and work-based learning including apprenticeships, internships, clinical placements and job-placement services; supports efforts to build strong community-centered relationships with local agencies; engages proactively in regional and statewide policy development and directives associated with economic and workforce preparation.
10. Coordinates and collaborates effectively with local school districts to develop dual enrollment and other career pathways; develops pathway maps from junior high school through employment or transfer; ensures dual enrollment units are transferable to community college and Cal State systems.
11. Integrates the College's use of institutional research and data analysis to make informed institutional decisions including evaluating priorities, program review, enrollment management, and budgeting; assumes overall accountability for the success of assigned departments, ensuring standards are established and achieved; develops and monitors program performance metrics on student learning and retention and program opportunities.
12. Ensures timely and accurate service program reporting in compliance with applicable federal, state, and local laws and regulations, accreditation requirements, governing Board policies and procedures, District plans and collective bargaining agreements.
13. Represents the College in dealings with the District Office, elected officials, college management, faculty and staff, the media, other community colleges and educational institutions, and business and community groups in the President's absence.
14. Analyzes proposed state and federal laws, regulations and court decisions for their impact on District practices and operations; recommends and implements policy and procedure changes consistent with requirements.
15. Cultivates positive working relationships within the District and across the colleges to build confidence and satisfaction with workforce innovation services.
16. Leads and participates in participatory governance and collaborates with college and District committees, advisory groups, academic senate, classified leadership and other employee and student groups on a variety of institutional issues.
17. Attends Board meetings and District committee meetings; researches background information and prepares and presents agenda items and reports.

18. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Advanced knowledge of the principles and practices of public administration, including long-range goal setting and strategic planning, program development, implementation and evaluation, project management, procurement and public records management.
2. District and college mission, objectives, organization, operations and policies.
3. Advanced principles, practices, methods and techniques of program planning/evaluation, administrative and organizational analysis and management as applicable to the educational instruction of students in a community college.
4. Current trends in curriculum development, methods of instruction and educational technologies.
5. Licensing and certification requirements for a variety of career/technical programs.
6. Research and analysis techniques.
7. Financial resource development and administration.
8. Federal, state and other applicable laws and regulations and District policies and procedures governing enrollment services including applicable sections of the California Education Code, Title 5, Family Educational Rights and Privacy Act (FERPA).
9. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and other applicable accreditation organizations.
10. Theories and techniques of negotiation, mediation and conflict resolution.
11. Principles and practices of effective large-organization management and supervision.
12. Budget preparation, control, funding and regulations regarding use of funds.
13. Principles and practices of organizational improvement and culture change.
14. Board Policies, Administrative Regulations, Human Resources procedures and collective bargaining agreements.

Skills and Abilities to:

1. Plan, organize, control and direct Strategic Partnerships & Workforce Innovation's division program and services.
2. Work collaboratively with the President, other administrators, employees and the community to support the both the college and District's mission and the Strategic Plan's goals, objectives, and priorities.
3. Understand the needs and interests of multiple stakeholders and balance fulfillment of those needs with considerations of broad organizational, business, legal and economic issues.
4. Provide complex strategic analysis, advice and policy support and develop solutions to complex College issues.
5. Administer and negotiate a variety of partnership agreements.
6. Interpret and ensure compliance with various state and federal laws, codes, rules and regulations including the California Education Code, Family Educational Rights/Privacy Act, and the Americans with Disabilities Act.
7. Represent the District effectively to outside organizations and individuals and identify and respond to sensitive community and organizational issues, concerns, and needs.

8. Delegate authority and responsibility and ensure accountability.
9. Prepare and administer budgets and ensure accuracy of fiscal reporting.
10. Prepare and present clear, concise and comprehensive correspondence, reports, studies and other written materials.
11. Apply objective and fair assessments in decision making and personnel matters.
12. Select, motivate and evaluate Deans, managers, faculty and staff and provide for their training and professional development.
13. Develop and implement appropriate procedures and internal controls.
14. Operate a computer, standard business software and applications.

Education and Experience:

1. Master's degree related to the assignment.
2. Three years of administrative or supervisory experience as an academic administrator or in a faculty leadership role or in a related area.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socio-economic, gender identity, sexual orientation, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Desired Qualifications:

1. Proven experience of creating a positive working relationship with partner organizations.
2. Experience as an academic administrator or in a faculty leadership role that included workforce development and career technical education, and academic and program support, preferably in a California community college.
3. A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program or the ability to travel to other District campuses and locations.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, subject to frequent interruption and intermittent exposure to individuals acting in a disagreeable fashion. The employee may be required to travel to locations other than assigned work site, and occasional evenings, holiday and/or weekend work may be required.

Physical Demands:

While performing the duties of this class, the employee is primarily in a stationary position and is required to move about the office to access office machinery, files, etc.; perform constant operation of a computer and other communication and office equipment; observe details at close range; and move or lift up to 10 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to accurately communicate information and other ideas so that others will understand using written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple,

concurrent tasks; work with frequent interruptions; work independently and under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

Board Approved: 12/9/2025

Salary Range: M-30

EEO Category: 2B1- Executive/Administrative/Managerial