

**Kansas Board of Regents
Position Description for
Vice President of Workforce Development**

Supervisor: President and Chief Executive Officer

Brief Description of Position: The Vice President of Workforce Development serves as the chief of staff for the Kansas Postsecondary Technical Education Authority – a 12-member board appointed to oversee a program of work for technical education for the Kansas Board of Regents. In that capacity, the Vice President provides overall leadership and management for technical education matters for the state’s system of postsecondary education, and serves as the key technical education advisor for the Kansas Board of Regents and its President/CEO. The person in this position serves as a member of the President/CEO’s senior staff and is responsible for internal Board of Regents technical education matters. The Vice President maintains the highest level of knowledge about postsecondary education of institutions within the Kansas higher education system representing the Authority and the Board on postsecondary technical education matters as appropriate with government agencies and other organizations and with the general public.

Position Duties:

- Coordinates board and subcommittee meetings for the Postsecondary Technical Education Authority and carries out their program of work as prescribed in HB 2556.
- Coordinates state-wide planning for postsecondary technical education and contract training.
- Communicates with members of the legislative and executive branch of government regarding postsecondary technical education issues.
- Representing the Authority, develops and presents to the Board of Regents policy, funding, regulations and operating procedure recommendations relative to postsecondary technical education in the state that fall within the Board’s control or state-level coordination authority.
- Reports the performance of the Authority’s functions and duties along with proposals and/or recommendations to the state Board of Regents and Legislature
- Works collaboratively with appropriate representatives of the institutions in the state’s public postsecondary technical education system regarding program and budget matters.
- Prepares and manages Career and Technical Education budget providing the President/CEO and Authority with regular and timely data, updates and recommended actions.

- Provides daily supervision for Career and Technical Education staff including hiring, professional development, work assignments and evaluations.
- Performs other duties as assigned by the President and Chief Executive Officer.

Supervision Responsibility:

The Vice President manages and supervises the Career and Technical Education personnel and is responsible for evaluation of their performance.

Position Qualifications:

Required:

- Bachelor's degree or beyond in Business Administration, Career and Technical Education or related field
- Relevant experience in a management team role
- Well-developed oral/written communications and interpersonal skills
- Strong planning and strategic thinking skills
- Ability to manage large and complex systems and initiatives
- Ability to work effectively with a wide range of constituents – business CEO's and representatives, governing boards, college leadership, governmental agencies, community groups and the general public

Preferred:

- Master's degree in Business Administration, Adult Education or related field
- Experience with the legislative process
- Experience in managing and receiving direction from a governing board
- Experience with training and/or retraining of entry-level, displaced and incumbent workers
- Experience working in/with business/industry settings.
- An understanding of current national and state postsecondary technical education issues and systems