

**COLORADO NORTHWESTERN COMMUNITY COLLEGE**  
**JOB DESCRIPTION**

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**POSITION TITLE:** Director of Workforce & Non-Credit Programming

**DEPARTMENT:** Instruction

**REPORTS TO:** Vice President of Instruction

**SUPERVISES:** Non-credit instructors

**FLSA:** FACULTY \_\_\_ APT X COACH \_\_\_

**DOCUMENT STATUS:** New/Date: \_\_\_ Revision # 3 Date: 07/12/2023

**TRAVEL:** Travel to our Rangely Campus will be an expectation of this position.

**SALARY:** \$50,000.00 - \$60,000.00 (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**SICK LEAVE:** 10 hours per month      **PERSONAL LEAVE:** 15 hours per month

**COLLEGE-WIDE:** X CAMPUS      \_\_\_ RANGELY      X CRAIG

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**ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:**

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

**SUMMARY OF POSITION:**

This position will be responsible for assisting the Vice President of Instruction to develop new non-credit programs, re-conceptualize struggling non-credit programs, and provide input on the economic development role and function of the college throughout the service area. The position is primarily responsible for all activities related to workforce education, industry training, providing leadership, strategic direction, oversight, and management of non-credit programming. The Director of Workforce & Non-credit Programming will aid in the identification and implementation of new programs based on proper labor market analysis and services in accordance with the mission and strategic vision of the college. They will also ensure high levels of service to students, efficiency and effectiveness in use of instructional resources, and high standards of instructional quality.

**PRIMARY DUTIES:**

***Reporting directly to the Vice President of Instruction, this position will be responsible for:***

- Providing leadership in the areas of curriculum and instructional objectives within the Continuing Education/Non-credit programming Department.
- Administer all non-credit Travel Abroad and Paleontology.
- Recommending the employment of personnel to be employed within the division and the programs under their supervision.
- Supervising the development of non-credit class schedules within the division and to work in conjunction with other divisions in the development of campus schedules.

- Preparing the annual budget recommendations for the division.
- Providing guidance for the College's Workforce Development initiatives.
- Developing new training programs to meet community as well as regional needs.
- Developing partnerships with industry, government and organizations to support and drive programs that support economic development goals for the communities within the service area.
- Perform other duties as assigned by Vice President of Instruction.

## **SPECIFIC DUTIES & RESPONSIBILITIES:**

### ***Curriculum and Instruction***

- Align non-credit teaching schedules, faculty load management, and facilities management to support the class schedules of the division and insure that they fit smoothly into the overall college curricular and instructional goals.
- Ensure the currency and accuracy of the information in the College catalog and other publications that relate to the Division.
- Approve the selection of appropriate texts, instructional materials, and modes of instruction for the division.
- Ensure that curriculum and instruction in courses and programs offered by the division are current in relation to standards of industry, student learning outcomes, transfer institutions, and State mandates.

### ***Budget***

- Execute the budget within the guidelines set by the Vice President for Instruction.
- Assist the Foundation Director in developing support for program needs.

### ***Committee Responsibilities***

- Serve as a member of the CCCS Workforce Committee.
- Serve as a member of other CCCS committees for programs in development prior to transitioning those responsibilities to program leads.
- Serve as a representative of the college with external stakeholders (e.g. City and County Governments, economic development committees, Workforce partners, school districts and non-profit entities) as identified by the VPI.

## **MINIMUM/REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES:**

1. Bachelor's degree from regionally accredited college or university
2. Excellent interpersonal and organizational skills
3. Knowledge of and comfort with computer programs (Specifically the MS Office Suite)

## **PREFERRED QUALIFICATIONS& ATTRIBUTES:**

1. Master's Degree from regionally accredited college or university
2. Familiarity with BANNER software
3. A collaborative style of leadership that empowers all faculty and staff (within the division).
4. A visionary thinker with a history of successful innovation. An able builder of external partnerships.
5. Someone who has maintained professional currency related to the learning process, effective leadership, and the use of technology in both the classroom and the office.

## **TECHNOLOGY & EQUIPMENT/MACHINE OPERATION:**

***Knowledge of the following machines/equipment is necessary in the performance of the duties of this position.***

### **Minimum or Required:**

- Microsoft Office Suite (specifically Word, PowerPoint and Excel)
- IP Telephone/voice mail
- Copier/Fax Machine

Preferred:

Banner and D2L

**APPLICATION INSTRUCTIONS:**

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

**Colorado Northwestern Community College is an Equal Opportunity Employer**

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs. The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Associate Dean of Student Success, as its ADA/Section 504/Title II Coordinator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or [jennifer.rea@cnc.edu](mailto:jennifer.rea@cnc.edu) and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or [brett.caskey@cnc.edu](mailto:brett.caskey@cnc.edu). Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3235 or [angela.miller@cnc.edu](mailto:angela.miller@cnc.edu).

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea  
Address: 500 Kennedy Drive, Rangely, CO 81648  
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller  
Address: 500 Kennedy Drive Rangely, CO 81648  
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey  
Address: 500 Kennedy Drive, Rangely CO 81648  
Phone: 970.675.3213

## ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot			X			
Climbing			X			
Balancing			X			
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.		X				
11 - 20 lbs.	X					
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.		X				
11 - 20 lbs.	X					
21 - 35 lbs.	X					
36 - 50 lbs.	X					
51 - 75 lbs.	X					
76 - 100 lbs.	X					

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone					X	
Hearing in Person					X	
Hearing on Telephone					X	
Vision for close work					X	
Other Sensory Requirements				X		
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
Safety requirements (i.e. clothing, safety equipment required, activities performed)	X					
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)	X					
Operation of equipment, tools, vehicles	X					
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

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This Job Description reflects Colorado Northwestern Community College's best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_