Kansas Board of Regents
Position Description for
Associate Director for Workforce Development

Date: November 9, 2022

Name:

Position No.: K0239485

Supervisor: Director for Workforce Development

Brief Description of Position: The Associate Director for Workforce Development serves as the project lead for the Program Alignment initiative which aligns technical programs across all Kansas public community and technical colleges. The Associate Director also assists with other Workforce Development initiatives such as Excel in CTE Fees, Innovative Technology Grant, Promise Act program review, and the Perkins Grant.

Position Duties:
- Prepares RFP documents and training webinar for the Innovative Technology Grant and Internship Grant and leads the approval process.
- Coordinates Business & Industry and Faculty Committee meetings to review technical programs for program alignment or realignment by coordinating ideas and resources to achieve goals.
- Researches and prepares data on the technical program to be aligned by identifying relevant fact patterns that lead to more successful or complete conclusions.
- Prepares Issue Papers and data analysis for the Kansas Postsecondary Technical Education Authority as needed.
- Assists unit personnel, staff, and other departments on projects to accomplish Kansas Board of Regents goals.
- Assists with workforce development activities in concert with other agencies to support Kansas Board of Regents goals and needs.
- Performs other duties as assigned.

Supervisory Duties:
None

Required Qualifications:
- Bachelor’s degree from an accredited institution
- Experience working with postsecondary technical education and/or adult education
- Strong analytical skills, organization, interpersonal and communication skills; ability to prioritize, take initiative, and follow through to completion with multiple projects.
• Ability to work and communicate with multiple agencies, constituents, and stakeholder groups
• Willingness to travel within and outside the state of Kansas

Preferred Qualifications:
• Master’s degree from an accredited institution
• Knowledge of workforce development and the needs of business and industry