

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
ACADEMIC MANAGEMENT POSITION DESCRIPTION**

JOB TITLE: Associate Vice Chancellor, Economic Development

BASIC FUNCTION: Under the supervision of the area Vice Chancellor, provides leadership in areas including Economic Development, Logistics, Transportation, Business Administrations, Computer Information Systems, and other projects as they relate to business and industry.

SUPERVISORY RESPONSIBILITIES: Six Directors and several full time support staff.

REPRESENTATIVE DUTIES:

1. Provides leadership for the development, management, and marketing of the TriTech Small Business Development Center, the Center for International Trade Development, Customized Solutions for Business and Industry, the Procurement Assistance Center, the Center for Applied Competitive Technologies, and other special grant projects as related to business and industry.
2. Supervises, directs, and evaluates department chairs, faculty, program directors, and classified staff.
3. Provides leadership toward a dynamic curriculum through the planning, development, implementation, and evaluation of instructional courses and programs.
4. Represents the College with the community, governmental, and advisory groups, including licensure when applicable.
5. Assists in interpreting College programs to the general public through community contacts and participation in community activities.
6. Analyzes and tracks the educational, training, and work environment needs of the business community.
7. Participates in the selection, recommendation, and evaluation of faculty, consultants, contract education trainers, professional experts, and classified appointments within areas of responsibility.
8. Assists in the development of grant projects to serve the needs of the District.
9. Participates with local Chambers of Commerce, trade and commerce, small businesses, professional business organizations, and federal, state, and local governments to assist in business attraction, retention, and promotion within service area.
10. Develops and recommends program budgets, supervises expenditures, maintains fiscal controls, and manages area facilities, equipment, and maintenance.
11. Participates in local, regional, state, and federal activities to promote the Riverside Community College District.
12. Serves as a member of the Management Association.
13. Maintains and understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
14. Performs other related responsibilities as may be assigned.

EDUCATION: Master's degree from an accredited institution in Business Administration, Information Systems, or related field. Doctorate preferred.

EXPERIENCE: Three to five years demonstrated experience in economic development and/or academic administration is required. Teaching experience in higher education is highly desirable.

LICENSES/CERTIFICATIONS REQUIRED:

KNOWLEDGE OF: principles of leadership; curriculum development; policies and operational needs of curriculum standards for academic programs; budgetary planning; process improvement and development of policy and procedures; and contemporary issues and challenges facing community colleges.

ABILITY TO: work with diverse campus and community groups/organizations; develop, evaluate and support strong leadership skills among staff; built trust necessary to delegate effectively; engage in participatory decision making; lead and manage a professional staff; and provide leadership and strategic direction for all educational programs in business and technology.

OTHER: Excellent interpersonal skills in the areas of creative problem solving, conflict resolution, group planning, and decision-making processes.

Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

CONTACTS:

WORKING CONDITIONS:

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.