

POSITION PROFILE

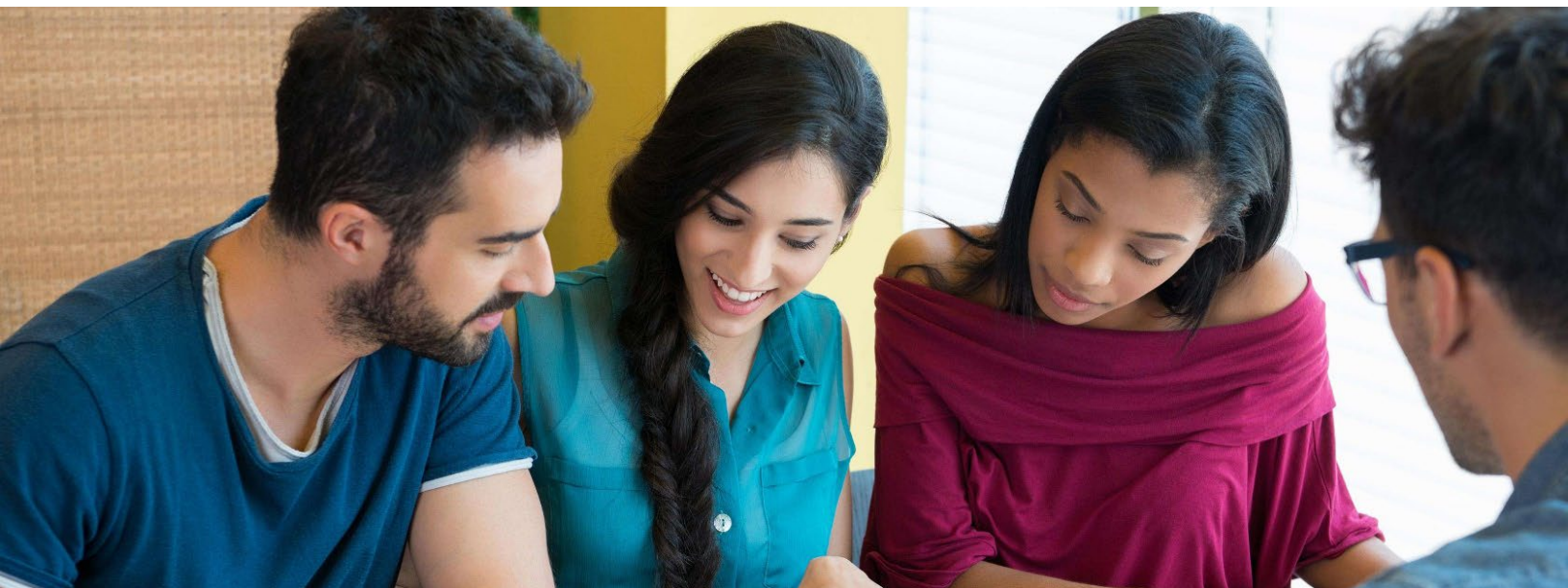
Dean, Lifelong Learning & Workforce Development

February 2023

Prepared by: Summit Search Solutions, Inc.



STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA





ABOUT STATE COLLEGE OF FLORIDA

Established in 1957, State College of Florida, Manatee-Sarasota (SCF) is an integral part of the community and a vital resource for students and their families in Manatee, Sarasota, and surrounding counties. SCF is the region's first and largest public college, serving 11,000 college credit students annually at campuses in Bradenton, Lakewood Ranch, Venice, and through online classes. An additional 10,000 participants annually attend professional development and personal enrichment classes.

Formerly known as Manatee Junior College/Manatee Community College, SCF has expanded its degree offerings to include workforce baccalaureate degrees while continuing to focus on highly respected associate degrees that prepare graduates for university transfer and professional careers. SCF offers a complete college experience that includes intercollegiate athletics, more than 35 student clubs and organizations, honors programs, and student-centered academics. SCF's flagship programs in health sciences are supported by state-of-the-art technology, including patient simulators, electronic medical records, drug recognition system, and medication-dispensing devices.

Providing quality learning to people of all ages through noncredit continuing education, community services, and some credit-related activities, SCF's Lifelong Learning and Workforce Development division offers year-round noncredit classes in workforce training, small business development, professional development, personal enrichment, and driving safety through workshops, seminars, online classes, and on-site training programs at area businesses.

Broadening the continuum of education, the State College of Florida Collegiate Schools (SCFCS) provide robust educational opportunities for students in grades 6-12. Both schools have been recognized with an "A" rating from the Florida Department of Education each year since opening, and SCFCS Bradenton has earned additional recognition from the National Blue Ribbon Schools Program. The collegiate schools are tuition-free, public charter schools providing students with the opportunity to graduate simultaneously with a high school diploma and an Associate in Arts degree. SCFCS Bradenton opened in the fall of 2010 on the Bradenton campus and contains grades 6-12. SCFCS-Venice opened with an inaugural class of 11th-grade students in 2019 and now offers grades 9-12. The schools utilize an innovative model influenced by the Swedish international school, which nurtures motivation and independence, ensuring student success while guiding students toward higher education.

State College of Florida is a member of the Association of Florida Colleges and is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate and baccalaureate degrees.

Location: Bradenton, Florida

THE OPPORTUNITY

Dean, Lifelong Learning and Workforce Development

The Dean is responsible for the development and administration of innovative and entrepreneurial [lifelong learning and workforce development programs](#) across the region that meet the college's goals and strategic priorities. The Dean leads efforts to maintain and enhance the college's role as the region's premier provider of choice for workforce training as well as personal enrichment and professional development programs.

Through collaborating with economic development organizations, chambers of commerce, and other career-focused organizations, the Dean promotes the development and delivery of innovative training programs for new and/or existing businesses in the region. SCF's programmatic development has included:

- Customized training with employers such as Chris Craft Boat Manufacturers to deliver onsite training for new employees (40-hour basic manufacturing skills training).
- In partnership with SCF Nursing Programs, the first certified nursing assistant program (CNA), a non-credit program in response to the needs of local medical providers.
- In partnership with Sarasota County Government, the Community Emergency Response Training program (CERT), being offered free of charge for residents of Sarasota County.
- A Comprehensive Testing Center offering industry certification testing for nurse practitioners, mail carriers, insurance agents, manufacturing technicians, and additional jobs requiring specific certification.
- Leadership training for the Tampa Bay Rays.
- Workforce Development services to over 50 local businesses in the form of employee training opportunities in online, in-person, and hybrid formats.

The Dean also serves as lead administrator of the [Traffic Safety Institute](#), the [SCF Coding Academy](#), and other grant and externally supported programs. Reporting directly to the Provost, the Dean manages five direct reports and is responsible for developing, directing, and managing budgets which include both revenue-generating accounts and grant accounts.

Essential Duties/Responsibilities:

- Ensures close collaboration with academic affairs in the development of lifelong learning and workforce training programs to ensure the articulation of these programs with the College's academic degree and certificate programs whenever possible.
- Leads the development and implementation of high-stakes industry certifications, in close collaboration with academic affairs to support Workforce Development programs across the region.
- Serves as the administrator of workforce-related grants including but not limited to Quick Response Training grants; coordinating grant implementation and insuring compliance, budget tracking, and submission of grant applications and amendments.
- Seeks alternative funding resources in conjunction with resource development, institutional research and effectiveness, the SCF Foundation, and other internal and external stakeholders.
- Develops strategic partnerships with organizations to promote internships, training, workshops, and events.
- Provides input on recruitment, hiring, supervision, training, and evaluation of all assigned staff.
- Coordinates the development of a marketing strategy for promoting Lifelong Learning and Workforce Development programs in conjunction with Communications and Marketing and other internal constituents including collateral materials, marketing campaigns, and special events.
- Supports the recruitment and development of a diverse group of instructors and trainers, participating in adjunct fairs and other recruitment activities.
- Supports the Executive Vice President & Provost and Provost's Council in special projects.
- Serves as a lead administrator on the assigned campus, serving as the campus liaison to various College departments and officials, including but not limited to, Academic Affairs, Student Services, Facilities, Business and Finance, and Planning, Institutional Effectiveness and Research, ensuring programs and services are effectively delivered on the campus.
- Serves as a member of the Critical Incident Management Team (CIMT) and the CIMT Quick Response Team (QRT) and is responsible for coordinating the necessary efforts on behalf of the campus and ensuring administrative campus coverage in their absence.

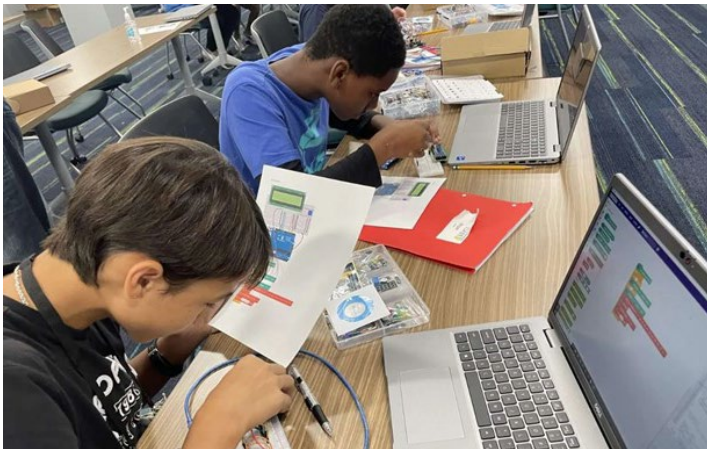
- Represents and promotes the College in local, state, and national business, governmental, and civic organizations. Develops strong partnerships with community stakeholders in support of College programming and the campus, and hosts community events as appropriate.
- Performs other duties as assigned by the Executive Vice President and Provost.

Required Qualifications:

- A Bachelor's Degree from an accredited university.
- Five or more years of related experience; some additional formal leadership training programs may be considered for related experience.
- A demonstrated understanding of the higher education sector and the operations of the function.
- Five or more years of direct supervisory experience including responsibility for hiring, firing, performance management, training, and coaching is required.
- Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, musical notes, etc.
- Working knowledge of word processing, spreadsheets, database, e-mail, and reports retrieval software.

Preferred Qualifications:

- An earned Master's degree from an accredited university.
- Related experience in a higher education institution.





THE PRIDE IN EXCELLENCE INITIATIVE

Pride in Excellence is SCF's initiative to create a culture of service excellence. All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

RESPECTFUL

- Act in a courteous manner
- Actively listen to gain full understanding
- Demonstrate awareness of "everything speaks"
- Show empathy and caring

RESPONSIVE

- Approach people in an inviting and pleasing manner
- Take ownership of actions and decisions
- Plan, anticipate, and be forward thinking
- Answer and return phone calls and emails
- Use proper communication etiquette
- Banish the phrase "not my job"
- Provide assistance to all inquiries and follow through

ACCURATE

- Do it right the first time
- Be knowledgeable of product and how it interfaces with others
- Ask probing questions
- Use resources effectively and efficiently

COLLABORATIVE

- Participate in teams
- Develop team skill sets
- Learn available resources to be responsive to your constituents
- Develop internal and/or external connections



INQUIRIES, NOMINATIONS, AND APPLICATIONS

Confidential review of applications will begin immediately and continue through **March 17, 2023**. Applications submitted after that date will be reviewed on an as-needed basis. Click here to apply and be sure to include your resume/CV and cover letter: <https://theapplicantmanager.com/jobs?pos=su347>

For more information or to offer recommendations or nominations:

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State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5599, 5840 26th St. W., Bradenton, FL 34207

All college searches are subject to compliance with Florida's Public Records Law and all documents submitted become the property of the College.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, Maryland, New York, and North Carolina.





All photos courtesy of VisitSarasota.com

BRADENTON & SARASOTA

Bradenton, perfectly situated between the Gulf of Mexico and the Manatee River, is the county seat and largest city within Manatee County. The city enjoys an exceptional year-round climate and a low cost of living. The natural beauty of the surrounding area will delight outdoor enthusiasts. If you are interested in history, you can travel along Hernando DeSoto's original expedition route or learn more about the area's heritage at museums and historical parks. Along the shores of the mainland and barrier islands you can enjoy outdoor dining at its finest, go boating in crystal-clear waters, or surf the waves off Anna Maria Island while strolling along the piers for relaxing exercise. Cultural initiatives abound: live theater, a vibrant arts district, as well as ballet and concerts, are also on offer.

Manatee County and the surrounding region are teeming with opportunities for the sports enthusiast. The Pittsburgh Pirates spring training is held in Bradenton, the Baltimore Orioles train in Sarasota, and the Atlanta Braves spring training is held in North Port. The Tampa Bay Buccaneers, Tampa Bay Lightning, and Tampa Bay Rays are all located a short distance away.

County-wide festivals, including the Manatee County Fair, Cortez Seafood Festival, and the Hernando DeSoto Historical Parade, provide fun-filled opportunities for the community to come together.

Sarasota is a cultural hub, featuring sunsets, sailboats, a beautiful bay to the west, and a bustling downtown to the east. Sarasota delights visitors, the wider regional community, and its chic downtown residents with its accessibility and charm. Foodies and downtown office workers alike choose from BBQ, Vietnamese, Italian, French, Mexican, vegan, sports bars, seafood, and cafés for their dining options. Those seeking entertainment find seats at one of several live theaters, cinemas, or music venues, and the shopping options are seemingly limitless. The city of Sarasota truly has it all: an eccentric arts center, a traditional performance venue, a flourishing business, and finance network, extensive shopping options, and a vibrant nightlife scene.



<http://www.cityofbradenton.com>
<http://www.realizebradenton.com/riverwalk>
<http://www.sarasotachamber.com>
<https://www.manatee-chamber.com/>
<https://www.lwrba.org/>
<https://www.venicechamber.com/>