



Position: Director of Workforce Development: Agriculture and Healthcare Sector Partnerships	Position Number:
Department/Site: Advancement and Development	FLSA: Exempt- Administrative (Classified Administrator)
Reports to: Vice President of Advancement and Development assigned administrator	Salary Range XI

DEFINITION

- æ Establish and maintain a variety of filing, record keeping, and tracking systems.
- æ Understand scope of authority in making independent decisions.

Education and Experience:

- æ A bachelor's degree from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
- æ Two (2) years of formal training, internship, or leadership experience reasonably related to the assignment.

PHYSICAL DEMANDS

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classif T* [(o)2(v)01c Tm [(