



Washington County Community College
Dean of Business & Industry Training and Community Education

General Position Information: This position provides leadership for a new Business and Industry Division at WCCC. The primary function of this position is to provide administrative and organizational support and direction for the College's business and industry educational programs and outreach. The range of activities requires the person to work independently and in teams to accomplish the work. Activities will include the development and implementation of corporate and industry training and partnerships, oversight of the college testing center, and all other non-credit courses including Emergency Medical Services and Certified Nursing Assistant program. Responsibilities include oversight of both credit and non-credit business training, non-credit public programs and courses, and provides support services by working closely with business partners; serves as a liaison on community boards focused on workforce, economic and business development. This confidential position reports directly to the President and serves on the President's Cabinet, the senior management group for the college. Some nights and weekends may be required.

Qualifications: Master's Degree or advanced degree in Business or Management; other relevant experience and credentials will be considered; five years of work experience of an administrative nature in organizational development and business training. Ability to work well in an independent work environment and make sound judgements; excellent leadership, organizational, interpersonal and communication skills demonstrated through work experience; ability to work with diverse, statewide businesses; solid and creative oral and written communication techniques; demonstrated entrepreneurial talent; success in team building and participatory leadership; knowledge of accounting, budgeting, databases and experience in curriculum development.

Salary Range: \$59,029 to \$84,019, depending on education and experience. **Benefits:** 100% employer paid health for employees, dental, vision, and life insurance for employees, Maine State Retirement or TIAA CREF, generous vacation/personal/sick time allowances, professional development, and free tuition within the MCCC.

Application Deadline: Application review begins May 29, 2018; search open until filled. **Application Process:** Interested candidates should submit letter of application, resume, statement of educational philosophy, unofficial transcripts (official preferred), and list three current professional references (letters accepted) to resume@wccc.me.edu or mail to Tina Erskine, Dean of Business & Industry Training and Community Education Search, Washington County Community College, One College Drive, Calais, ME 04619. WCCC is an EO/AA Employer.