

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

**Date:** July 2014

**Name:**

**Position No.:**

**Supervisor:** Director of Workforce Training and Education Services

**Brief Description of Position:**

The Associate Director for Workforce Development works closely with the Director of Workforce Training and Education Services and the Director of Adult Education to manage activities related to the Accelerating Opportunity initiative. The Associate Director will coordinate and communicate with institutions and partnering agencies to support statewide planning, development, and implementation of initiative activities.

**Position Duties and Responsibilities:**

1. Communicate with institutions and partnering agencies regarding all aspects of the Accelerating Opportunity initiative
2. Assist participating institutions in the development of career pathways to deliver technical education simultaneously with adult basic skills instruction
3. Design and assist in delivering professional development opportunities
4. Coordinate with institutions and partnering agencies for trainings, monthly check in calls quarterly meetings and conferences
5. Monitor institutional and statewide performance outcomes of the initiative
6. Serve as the primary contact for Accelerating Opportunity in state and nationally
7. Seek and obtain additional grant opportunities to promote the sustainability of Accelerating Opportunity: Kansas (AO-K)
8. Work closely with staff on data systems and reporting
9. Work closely with unit personnel, staff and other departments to accomplish Kansas Board of Regents goals
10. Other duties as assigned

**Qualifications:**

- Bachelor's degree from an accredited institution
- Experience working with postsecondary technical education and/or Adult Education
- Experience with designing and delivering professional development
- Experience with grant writing
- Strong analytic, organization, interpersonal and communication skills
- Ability to prioritize, take initiative and follow through to completion with multiple tasks
- Ability to work and communicate with multiple agencies, constituents and stakeholder groups
- Willingness to travel within and outside the state of Kansas