

# **VICE CHANCELLOR OF STRATEGIC INITIATIVES & ECONOMIC DEVELOPMENT**

Lacombe Campus

## **Job Announcement**

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Campus.

**Applications will be accepted until position is filled, with preference being given to those received on or before February 14, 2024.**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript to (for transcript to be considered official, it must be sent directly from the school/college/university to Human Resources) :**

**Attention: Hiring Manager  
Northshore Technical Community College  
65556 Centerpoint Boulevard  
Lacombe, LA 70445  
Telephone number: 985-545-1215  
Email: [resumes@northshorecollege.edu](mailto:resumes@northshorecollege.edu)**

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## **Job Summary:**

The Vice Chancellor of Strategic Initiatives and Economic Development is responsible to the Chancellor for the operation and development of the Strategic Initiatives and Economic Development Division. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to NTCC students and employees is essential.

The Vice Chancellor of Strategic Initiatives and Economic Development provides strategic, college-wide leadership for the development and delivery of a world-class workforce education, training and services program in concert with regional business and industry partners for Northshore Technical Community College. This position supports the vision of NTCC to be a premier technical community college that empowers all individuals to reach their greatest potential through exceptional and innovative education and training. The Vice Chancellor of Strategic Initiatives and Economic Development oversees the central point of entry for all business and industry partners in order to build a seamless communication structure between all divisions within the college in order to create dynamic, demand-driven workforce education and training programs.

The Vice Chancellor of Strategic Initiatives and Economic Development has the primary responsibility for providing strategic leadership, direction and management for all efforts related to non-credit and workforce training programs, a complex portfolio of federal grants, state and local grants, and special project funds. This position is also responsible for providing administrative leadership over Adult Education/WorkReadyU, Advanced Manufacturing, Business & Industry Solutions, Career Services, H2theWorkforce, Grants and Resources, Testing Services, STEM Outreach, and YouthBuild Bogalusa.

**QUALIFICATIONS:**

**Required:** Master's degree required or higher-level degree; Doctorate preferred. Five or more years of executive level professional leadership experience in education or management, preferably in workforce or economic development. Demonstrated experience in building successful partnerships with business and industry, designing innovative educational pathways, management of multiple teams at various locations and fundraising.

**RESPONSIBILITIES:**

- Provide dynamic leadership, vision and accountability for the Strategic Initiatives and Economic Development division supported by a blend of operating and grant funds, addressing the continuum of workforce pathway development from assessment to training to business development and employment.
- Develop and execute an innovative business plan to communicate the workforce skills and training needs of business and industry partners to appropriate internal and external stakeholders to facilitate evolving and dynamic educational programming.
- Interact with diverse community groups, facilitating new partnerships and outreach and maintaining existing relationships.
- Support the Chancellor in her/his resource development initiatives.
- Provide leadership and oversight to secure maximum grant funding through submission of strong, well-written, well-placed grants and partnership activities.
- Develop, implement, manage, and evaluate non-credit educational services and programs that addresses the needs of local, regional and state businesses and industries.
- Prepare, recommend, and administer the budget for the division and its departments, and remain informed on sources of income, especially federal and state aid, to support it.
- Supervise and guide the college's Career Services programs and initiatives to help students (credit and noncredit) secure job opportunities.
- Manage and coordinate the development of educational services to support local economic development initiatives by collaborating with area economic development agencies to develop business recruitment and expansion strategies.
- Collaborate with the administration and faculty on the academic side of the college to joint venture in development of new workforce programs to enhance workforce development.
- Routinely attend special events and actively promote program activities at all NTCC campuses.
- Routinely represent the college with local councils, chambers, workforce investment councils, economic development organizations and other regional, municipal, or local government entities/organizations in order to best position the college for support throughout the greater Northshore region.
- Ensure the integrity of his/her office and its personnel in working with all populations.
- Enthusiastically support her/his colleagues as a member of the Chancellor's Executive Committee.
- Actively engage in and help promote the college Internal Giving Campaign and other college advancement campaigns.
- Oversee a complex portfolio of federal grants, state and local grants, local business funds, and special project funds.
- Monitor grant activities including submissions and contracts, ensuring that faculty and staff are aware of policies regarding grants and of any requirements or changes required by grantor from start to finish.
- Ensure grant proposals are developed and submitted in accordance with college procedures and policies.
- Works collaboratively with the academic side of the college to promote, grow, and maintain dual enrollment with local school boards. This requires a thorough understanding of academic policies, collaboration with high school partners, and effective communication with students, parents, and college faculty.
- Provide professional leadership and supervision in recruiting, developing and appraising staff members within the area of delegated responsibility.
- Oversight of strategic planning efforts related to assigned programs.
- Perform administrative duties as required.
- Serve on various college committees as assigned.
- Other duties as assigned by the Chancellor

**Skills/Abilities/Knowledge:**

SKILLS are required to perform multiple, technical tasks with need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills. In addition:

- Demonstrative leadership skills and abilities
- Commitment to quality and integrity
- Exceptional skills in communications and interpersonal relations
- Ability to forge successful relationships and partnerships
- Knowledge of and commitment to equal employment opportunity
- Ability and willingness to delegate effectively and to hold direct reports accountable.
- Skilled decision-maker, with transparency in decision-making and management.
- Entrepreneurial spirit and experience in fundraising and resource development
- Ability to deliver performance-based results.
- Possess the ability to work with others and can work within systems in a resourceful manner to accomplish reasonable work goals.
- Demonstrated track record of relationship building and cultivation and closing of gifts and support.
- Must be a self-starter, flexible, adaptable and demonstrate attitudinal willingness to changing direction and emphasis on projects.

Have significant knowledge and understanding of higher education.

**KNOWLEDGE** is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

**ABILITY** is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work-related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills.

**Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

**Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

Exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, course of convictions and tolerance for ambiguity. Demonstrated behavioral expectations include:

- Unquestioned integrity and trustworthiness
- Commitment to the College's mission and strategic plan, as well as missions and strategic plans for each campus/site
- Ability to make good, consistent and fair decisions (based on fact and data)
- Ability to work with cross-functional teams and to foster teamwork.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.