

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Director of Business And Industry**

Data Year: 2018

Prepared On: 12/14/2018

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Department:	Business and Industry	Grade:	13
Reports To:	VP of Academic Affairs	Classification:	Exempt
Supervises Direct:	2	Supervises Indirect:	Varies by events
Approved By:	Todd Carter	Effective Date:	11/01/2010
		Revised Date:	12/07/2018

**Role:**

The Business & Industry Director works with employers, focus groups, and committees to provide professional development and personal enrichment courses to adults and children. The Director develops partnerships and provides consulting with area business and industry groups to design, market, and deliver contract training programs in response to continuing education and training needs of individuals and the business community. The director also provides management and leadership to area staff.

**Essential Functions & Responsibilities:**

- E 20% Facilitate and coordinate Southwest Energy Institute short courses offered three times a year and the Gas Capital Rectifier School offered twice a year, fall and spring, and attending monthly meetings September through May.
- E 25% Determine business and industry contract training needs. Coordinate contract training and open enrollment professional development courses. Facilitate the B and I advisory board.
- E 25% Coordinate industry contacts with division deans for the purpose of developing internships, apprenticeship programs, and industry support.
- E 15% Develop and supervise Business & Industry department annual plans, budget, and reporting.
- E 15% Serve as the college representative on the Joint Economic Development Board and other college and community organizations as appropriate.

**Performance Measurements:**

1. Successfully coordinate and facilitate Southwest Energy Institute and the Gas Capital Rectifier School.
2. Develop and implement initiatives in collaboration with CTE programs that meet the needs of industry, SCCC programs, and students through apprenticeships, internships, online delivery, and other industry support.
3. Determine business and industry contract training needs and how the college may assist them through regular business visitations and follow up.
4. Coordinate contract training and open enrollment professional development courses.
5. Increase business and industry contacts in the community, service area, and border states with needs addressed by SCCC programs and expertise.
6. Facilitate the B and I advisory board.
7. Effectively develop and manage the budget for the Business & Industry department.

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8. Create plans and goals for the Business & Industry Department in collaboration with the B&I staff.
9. Facilitate annual data analysis and department review annual updates. Submit annual updates to the VP of Academic Affairs.
10. Work with the Research and Assessment data analyst to report comparative data to the National Community College Benchmark Project.
11. Represent SCCC on the Joint Economic Development Board and other organizations as appropriate.

**Knowledge and Skills:**

Experience	Six months to two years of similar or related experience.
Education	Bachelor's degree in business or related field preferred. (Equivalent work experience including project management and supervision may be considered in lieu of education degree with an understanding that degree completion in no more than 5 years will be an expected goal for continued employment.)
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Knowledge: (areas of specialty and expertise prior to hiring) Two years of continuing education experience required Bachelor's Degree Event Management Excellent oral and written communications Experience supervising and managing employees Budget development and management Knowledge of technical education

Skills: (proficiencies needed to execute the job duties; earned through training or experience)

Ability to problem solve and analyze

Ability to work as a team player

Ability use and work with Microsoft programs – Word, Excel, and Outlook

Able to foster relationships with companies and individuals

Communicates needs/objectives clearly and concisely

Organization and planning

Valid Driver's license

Abilities: (qualities innate to the individual)

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Ability to adapt to unforeseen changes  
Manages stress positively  
Personable – able to carry on conversations with business owners, leaders, and community people  
Requires attendance at events on evenings and weekends and some travel  
Trust and diplomacy

**Physical  
Requirements**

Physical requirements are based on an 8 hours work day and may vary slightly.

Sitting for a period of 2 hours at one time with a total of 4 hours  
Standing for a period of 1 hour at one time with a total of 2 hours  
Walking for a period of 1 hour at one time with a total of 2 hours  
Lifting up to 25 lbs. occasionally  
Carrying up to 25 lbs. occasionally  
Repetitive Action: use of right and left hand for simple grasping, and pushing and pulling  
Bending frequently and squatting, and reaching above shoulder level continuously  
Keyboarding 3-4 hours daily  
Drive a vehicle and be exposed to moving machinery, dust, fumes and gases occasionally

**Work Environment** Normal office conditions most of the time. An occasional tour of Industrial Tech Labs.

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature