



## **POSITION ANNOUNCEMENT**

### **Director for ANC Technical Center (Grant-Funded)**

The ANC Technical Center Director reports to the Dean for Allied Technologies and is responsible for all secondary center operations and other duties as assigned. The ideal candidate should be persuasive, results-oriented, and able to work independently and as part of a team. He or she must possess excellent communication and interpersonal skills, be willing to travel and work evenings and some weekends. The successful candidate must have excellent organizational skills and a high level of energy. The position will be a twelve-month (12), full-time, appointment.

#### **MINIMUM QUALIFICATIONS:**

A Bachelor's Degree in Student Personnel Services or related field, and three years of experience with secondary students is required. A Master's Degree is preferred. Experience must include both teaching and supervising. Applicant must have demonstrated success in a leadership role, possess the ability to deliver professional presentations, and capability of developing strong partnerships with all stakeholders. Applicant must have experience with financial management and demonstrated success with project development and implementation.

#### **RESPONSIBILITIES:**

- Provides leadership and strategic direction for the Technical Center.
- Manages daily operations of Technical Center.
- Supervises and evaluates all Technical Center employees.
- Manages all Technical Center financial activities including purchasing, budgeting, and billing statements for training fees.
- Completes all local and state reports submitted on behalf of Technical Center.
- Plans professional development designed to meet state requirements, and to improve student success.
- Attends relevant state, regional and local meetings, fairs, festivals, and other community events.
- Assists with student issues as situation warrants, and manages Student Leadership Team meetings and projects.
- Builds relationships with secondary school administrators, guidance counselors, business and industry, and other state agencies.

- Develops and implements innovative recruitment strategies and marketing for enrollment growth.
- Collaborates with other college personnel for the purpose of alignment between secondary and post-secondary programs of study and students services.
- Develops industry partnerships necessary for advisory council service, job shadowing partnerships, guest speaker engagements and industry tours.
- Participates in local activities/organizations to enhance collaboration with stakeholders.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to communicate clearly and concisely
- Ability to provide leadership and assistance in the planning and development of new programs and/or activities
- Ability to work independently, as well as with a team, to meet deadlines and accomplish tasks
- Ability to establish and maintain effective working relationships with faculty and staff at all levels
- Demonstrate strong management and organizational skills
- Ability to strategically develop and implement goals and strategies for the Center that are aligned with the mission and vision of the college

**SALARY:**

Salary is determined by education and experience. A generous fringe benefits package is included.

**APPLICATION DEADLINE:**

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

**APPLICATION PRODEDURE:**

To apply, send a completed ANC employment application (located at [www.anc.edu/jobs](http://www.anc.edu/jobs) ), letter of interest, resume, and transcripts/certification materials to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109 or email to [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu)**. For more information call (870)762-3121.

Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**DATE OF**

**ANNOUNCEMENT:** November 8, 2021

***ANC is an affirmative action, equal opportunity employer***