



1600 S 25th E
Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

EMAIL:hr@cei.edu

COLLEGE AND CAREER READINESS DIRECTOR

Exempt Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of 1/31/19 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$50,400.00 - \$60,480.00 - Annually Plus Competitive Benefits

Location(s): Idaho Falls

GENERAL STATEMENT OF FUNCTION:

Plans, organizes, directs and controls functions of the College and Career Readiness Division.

EXAMPLE RESPONSIBILITIES:

- Plans, organizes, directs and controls functions of division;
- Articulates mission of division; prepares and strives to achieve annual divisional goals complementary to mission, goals and strategic plan of college;
- Coordinates and pursues divisional responsibilities of CEI strategic plan; Supervises division faculty and staff, evaluates personnel needs, and, reviews and approves leave requests, travel requests and time-entry/time-sheets;
- Participates in division hiring process for all employees;
- Manages division budgets and inventory;
- Researches, evaluates, recommends, and approves purchases of equipment and supplies;
- Participates in Instructional Advisory Council (IAC) meetings; conducts surveys, tests validity, researches, recommends and assists in presenting new programs to IAC, President's Administrative Council (PAC), and State Board for Professional-Technical Education (PTE);
- Organizes and manages advisory committees to include: recommending members for committee appointment, holding meetings at least annually, implementing recommendations, etc.;
- Reviews and analyzes current programs; recommends changes, deletions or additions;
- Obtains accreditation for specific programs if applicable; assists with accreditation process for College through Northwest Commission on Colleges and Universities (NWCCU);
- Promotes divisional programs; supports activities, events, ceremonies and other functions of College;
- Provides leadership in promoting the mission and goals of CEI;
- Performs miscellaneous job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- ABILITY TO: lead and direct use of the state Adult Basic Education database (IMAS) including troubleshooting problems as they arise
- KNOWLEDGE OF: adult basic education, employee management, curriculum development, and IMAS.
- EXPERIENCE: planning, organizing, directing, and controlling multiple projects and events; conducting meetings efficiently and effectively; developing and evaluating programs; budget management; grant writing and management; employee management
- ABILITY TO: manage operation and delivery of a comprehensive Adult Basic Education program
- DEMONSTRATED ABILITY in: budget management; grant writing and management; employee supervision and evaluation

ADDITIONAL DESIRED QUALIFICATIONS:

- EXPERIENCE: in adult basic education, ABE budget and grants management, word processing, spreadsheet, and presentation software
- PREFERRED EDUCATION: Master's degree in a discipline related to Adult Basic Education curriculum - Microsoft Office preferred

HOW TO APPLY:

Electronically submit a completed application packet **(in .pdf or Word format)** to hr@cei.edu. The application packet must include the following:

- CEI Application (located at <http://www.cei.edu/falcons/resources/hr/cei-employment-application-10-2017.pdf>)
- Cover Letter
- Résumé or VITA
- Unofficial Transcripts
- Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.