

**DATE: JUNE 2025**  
**FLSA: EXEMPT**  
**SALARY GRADE: V**  
**CBA DESIGNATION: ACADEMIC MANAGE**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**ASSOCIATE DEAN, INLAND EMPIRE TECHNICAL TRADE CENTER**

**BASIC FUNCTION:**

Coordinates and leads institutional planning and implementation for the Inland Empire Technical Trade Center (IETTC); establishes, grows, and sustains programming at the IETTC with a focus on alignment with the California Workforce Development Boards in such areas as earning while learning, upskilling, and reskilling; administers budgets, establishes operational guidelines and procedures, and oversees a wide range of services designed to meet the needs of the Center's diverse student population, local employers, and communities.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Vice Chancellor, Educational Services & Strategic Planning, or the appropriate administrator. Directs the work of assigned District personnel, including managers and/or certificated staff assigned to programs for which the position is responsible.

**CLASS CHARACTERISTICS**

This classification is responsible for the planning, direction, and management of the IETTC. Work is performed in coordination with college and/or District direction in the development, implementation, and evaluation of assigned programming, including instruction and student support services. Work is performed in collaboration with executive management and shared governance bodies.

**EXAMPLES OF TYPICAL JOB FUNCTIONS**

1. Coordinates, develops, and implements planning and strategic priorities for the IETTC in partnership with internal and external stakeholders; conducts, sources, and shares needs analyses, labor market data, and other local information to identify potential courses and programs; and establishes operational goals and structures to manage resources effectively.
2. Works collaboratively with deans, department chairs, faculty, and industry partners, to support faculty curriculum development in response to identified student and community needs, including the establishment and use of learning outcomes at the course and programmatic level, and ensuring the assessment of said outcomes.
3. Implement the IETTC Comprehensive Plan in collaboration with RCCD participatory governance bodies, academic affairs, student services, administrative services, and other college and District entities; works with relevant faculty and staff and partner agencies to develop and deploy a menu of student support services necessary for student retention and success.
4. Collaborates with stakeholders to analyze student equity data to improve access and success for underrepresented student populations; works with college and District leadership and local partners to increase outreach, retention, persistence, and success of underrepresented students.
5. Supervisory responsibilities include assisting direct reports in formulating performance goals aligned with the Center's mission and goals; meeting regularly with direct reports to assess progress towards established goals, providing support and direction, and promoting accountability and transparency; empowering staff to make independent decisions at levels appropriate to classification; and promoting collegiality and teamwork.
6. Develops, plans, manages, and monitors budgets that includes grants, categorical, federal, and/or District funds and aligns resource allocations with the IETTC's goals/objectives; monitors and reports on progress toward IETTC Plan goals, initiatives, activities, and associated metrics.

7. Develops and maintains relationships with four-year colleges and universities, K-12, regional, and statewide partners to advance the mission of the Center and advocate for programs and services that serve underrepresented students; collaborates with partners to identify or establish paid work-based learning strategies, including registered apprenticeships aligned with the IETTC's programs.
8. Collaborates with District and community partners to seek and prepare grant proposals and secure external funding relevant to the strategic goals of the Center.
9. Assists with the institutional accreditation process and accreditation processes for individual programs as needed; may serve on relevant committees.
10. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
11. Participates in local, regional, state, and national activities related to this assignment.
12. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Requirements and compliance for workforce development, noncredit and not for credit educational programs.
2. Program and compliance requirements for career and technical education (CTE).
3. State and federal laws, policies, and procedures germane to the provision of educational services to underrepresented and/or economically disadvantaged students.
4. Project planning and project management principles relative to establishing new educational programs and sites.
5. Community college participatory governance processes and procedures.

### **Ability to:**

1. Communicate effectively with students, staff, faculty, and the public.
2. Work cooperatively and effectively in a team and participatory governance environment.
3. Establish and develop the IETTC according to the region's needs for workforce training and placement in locally available, high-skill, high-wage, and in-demand careers.
4. Handle complex responsibilities with independent judgment while recognizing and accessing District structures and processes for decision-making.
5. Compiling and maintaining accurate records and reports, including data on the Center's impact on poverty for the region's residents.
6. Work effectively with colleagues in an environment that promotes innovation, teaching, learning and service to a diverse student population.
7. Effectively work with students from diverse backgrounds who have a wide range of skills, motivations, preparation, and academic and career goals.
8. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
9. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.

### **Education and Experience:**

A master's degree and three (3) years of supervisory, management, and/or administrative experience, and five (5) years of experience as a faculty member that included teaching and curriculum design.

An earned doctorate is preferred. Experience performing faculty and/or classified staff evaluations and post-secondary CTE teaching experience is desired.

**Licenses and Certifications:**

None

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and close to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

**ENVIRONMENTAL CONDITIONS:**

Employee works mainly in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employee may interact with upset individuals in interpreting and enforcing departmental policies and procedures.