



Ranger College Employment Opportunity
Human Resources Office
1100 College Circle
Ranger TX 76470
Phone: 254.647.3234 ext. 7037
Fax: 254.647.1656
Email: hr@rangercollege.edu

POSITION TITLE: Workforce Division Chair

START DATE: Immediate

CAMPUS/DEPARTMENT: Ranger Texas

GENERAL STATEMENT OF DUTIES: The Workforce Division Chair provides leadership, management, planning, and advocacy for division faculty, staff, and students in programs including Early Childhood Development, Emergency Medical Technician, Cosmetology, Nursing, and Welding. This position reports to the Vice President of Workforce.

QUALIFICATIONS:

- Bachelor's Degree (Master's Degree Preferred)
- College-level teaching experience
- Working knowledge of State and Federal credit hour rules and regulations
- Understanding of workforce development principles and the role of professional/technical and workforce programs in business and industry
- Demonstrated effective leadership in program planning, teaching, and curriculum development
- Demonstrated successful experience with budgets, including the development and management of grants and contracts
- Demonstrated ability to work cooperatively and effectively with diverse faculty, staff, administrators, and students, creating a community in which all feel included and valued
- Success in building partnerships with business and community-based organizations

ESSENTIAL FUNCTIONS:

- Provide vision for the division's short- and long-range planning, in line with the college's mission and strategic plan
- Provide leadership, supervision, and evaluation of division team, including full-time and part-time faculty, administrators, and staff
- Lead the division toward the adoption of best practices in teaching and student service
- Encourage faculty to be innovative instructional designers as well as to manage curricula and departmental affairs
- Develop, maintain, and manage operating budgets in collaboration with the Vice President of Instruction and faculty
- Work with faculty department chairs to hire new and returning faculty and assign courses
- Supervise and evaluate staff direct reports
- Work with college and district leadership on the creation and expansion of programs and assist in marketing and student recruitment
- Identify grant opportunities, lead or participate in the development of grant applications, ensuring the outcomes of the grant are in line with college and division goals. Oversee grant budgets and staff
- Explore program/pathway development opportunities related to local workforce needs and reaching out to local employers
- Represent the college and advocate for the division across the college and in the community
- Mediate grade disputes or disagreements between students and faculty

ANNUAL SALARY/BENEFITS: Highly competitive and commensurate with experience and credentials. Group health and life insurance (60 days waiting period for health) and retirement benefits (TRS or ORP). Optional benefits include disability and dental insurance.

APPLICATION PROCEDURE: 1. Fill out the [Online Application](#) 2. Please submit a resume, cover letter, credentials and copies of unofficial transcripts to Human Resources at hr@rangercollege.edu. Hard copies may be mailed to:

Human Resources
Ranger College
1100 College Circle
Ranger, TX 76470

Review of applicants will begin immediately and will continue until the position has been filled. Official transcripts are required prior to the interview. Offers of employment are contingent upon successful completion of a criminal background check as well as sufficient course enrollment and budget allocations. **College Home Page:** www.rangercollege.edu

*Ranger College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities.
The following person has been designated to handle inquiries regarding the nondiscrimination policies:*

*Human Resources Ranger College
254.647.3234 ext. 7037 hr@rangercollege.edu*