

Deputy Commissioner for Two-Year Education

The Deputy Commissioner is the Montana University System's chief administrator for the oversight and coordination of two-year education programs and for higher education's administration of state workforce development. The Deputy Commissioner reports to the Commissioner of Higher Education and supervises workforce development staff in the Commissioner's Office. The Deputy Commissioner is the key staff member to the Board of Regents on matters relating to two-year education in Montana in fulfillment of two-year institutions' dual missions of supporting workforce development and student transfer into four-year programs. This position fulfills the statutory role of coordinator of community college districts, a Regents appointment required under 20-15-103 Montana Code Annotated.

Duties and responsibilities:

1. Facilitate, develop, implement, and assess a strategic plan for two-year education in Montana within the statutory constructs for supervision and coordination of two-year colleges.
 - a. Liaison with business, government, education, labor, and community organizations to align workforce preparation programs with workforce demands, students' needs, and available resources.
 - b. Liaison with OPI, K-12 school districts, tribal colleges, and four-year colleges and universities in Montana to coordinate and improve students' opportunities for and experiences with "early college," transfer, and simultaneous enrollment.
 - c. Support two-year institutions' efforts to increase numbers of students transferring into baccalaureate programs in Montana.
 - d. Facilitate the development, documentation, and dissemination of best practices in developmental education.
 - e. Facilitate the development and dissemination of short-term training models responsive to business and industry needs for business start-ups, relocation, and expansion in Montana.
 - f. Facilitate the development and dissemination of best practices in professional and continuing education in order to engage Montanans in lifelong learning to improve their professional and personal lives.
 - g. Assist two-year colleges in enhancing student access and retention; faculty recruitment, development and retention; and program improvements and innovation.

- e. Serve as primary liaison between the OCHE and state workforce planning and development entities.
 - f. Serve as Office of Civil Rights compliance officer for institutions/organizations receiving Perkins funds.
 - g. Provide oversight of the federally funded grants that support the WIRED initiative in Montana.
4. Provide the leadership of the Montana University System to statewide workforce development activities.
- a. Serve on the State Workforce Investment Board, representing OCHE and Perkins postsecondary education as a mandatory partner of the Workforce Investment Act.
 - b. Prepare recommendations for the State Workforce Investment Board, government, business and labor about Workforce Preparation.
 - c. Coordinate and facilitate representatives from OPI, Office of the Governor, DPHHS, Department of Labor and Industry, Department of Commerce and other major agencies in preparing Montana's workforce to compete in the 21st century.

Qualifications:

- Doctoral degree from an accredited institution.
- Two-year college teaching experience.
- Two-year college executive experience.
- Demonstrated competence as a manager, administrator, and educational leader.
- Demonstrated ability to work effectively with diverse constituencies, including K-12 and post-secondary educators and representatives of government, business, and the public.
- Demonstrated ability to obtain, implement, manage, and evaluate federal and state grant-funded programs.
- Demonstrated understanding of economic development and workforce issues in a rural state, preferably, in Montana.
- Strong written and oral communication skills.