

Deputy Sector Navigator  
Coast Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=122237>

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Posted Apr. 17, 2019, set to expire Aug. 17, 2019

**Job Title** Deputy Sector Navigator

**Department**

**Institution** Coast Community College District  
Costa Mesa, California

**Date Posted** Apr. 17, 2019

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Coordinator

**Academic Field(s)** Student Services

Institutional Advancement

Educational Services

Administrative Support/Services

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**Job Description**

The Deputy Sector Navigator (DSN) for the Advanced Transportation and Logistics sector serves all nine colleges in Orange County to facilitate higher performance levels by the region in achieving the Vision for Success. This is a strategic position, adding value to individual college programs by responding to significant labor market trends, engaging industry participation, and arranging funding that help build initiatives throughout the region to increase student success.

Deputy Sector Navigators (DSNs) work with business and industry, colleges and other stakeholders to help create career educational opportunities for students. They proactively engage industry with the colleges in creating initiatives that enable student employment and lifelong learning in the sector. Consistent with the <https://vision.foundationccc.org/Vision for Success>, DSNs connect colleges with opportunities to enrich career education student success through relationships with business and

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industry, assist faculty and programs to increase student employability, and facilitate access to resources. Key requirements are for DSNs to apply business and industry expertise and fluency in articulating priorities, such that the colleges can take effective action.

DSNs benefits to the colleges for an assigned sector include:

- \* Increased enrollment in college programs
- \* Increased student persistence and completion
- \* Increased student employment in living wage jobs

DSNs benefits to industry include:

- \* Bridging supply/demand gaps
- \* Enhancing the talent pipeline from colleges into the industry
- \* Upskilling incumbent workers to meet new technological demands

In addition, DSNs provide services to industry through facilitation of initiatives designed to increase economic development of the sector and promote workforce development activities.

This position reports to the Executive Dean, Business and Career Education and is governed by terms of the grant or sub-agreement that funds the position. Working hours are aligned with standard business hours, typically 8AM to 5PM Monday through Friday, subject to policies of the host college for holidays, personal time off, sick days, and vacation time.

### Duties and Responsibilities

Build and Manage Industry Partnerships:

- \* Identify industry priorities through industry data, LMI data, LaunchBoard, and Centers of Excellence research, focusing on:
  - \* Supply/demand gaps that can be filled by the colleges
  - \* Skills gaps that can be filled by the colleges
  - \* Market and technology trends that are impacting workforce requirements
  - \* Economic and policy drivers that can be leveraged in workforce development
  - \* Key industry players such as associations and major employers
  - \* Key community college programs in the region that can be leveraged
- \* Cultivate regional industry advisory councils with the following functions:
  - \* Engage major employers across the regional labor market
  - \* Develop a common understanding of supply/demand and skills gaps

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- \* Initiate and manage industry engagement with faculty and administrators
- \* Convene regional collaboratives to facilitate faculty and industry joint actions
- \* Facilitate sustainability of the regional collaboratives
  
- \* Conduct additional research as required:
- \* Convene industry focus groups on specific occupations or initiatives
- \* Attend conferences and seminars to expand knowledge of industry priorities
- \* Arrange primary research to inform curriculum development
- \* Convene sector-specific groups specific faculty groups Develop Initiatives to Enrich Student Success:
  
- \* Develop and execute a regional sector strategy
- \* Engage industry stakeholders, the SN, and other DSNs in creating a strategic plan to benefit the region's community college programs by addressing industry priorities
  
- \* Involve external stakeholders such as: workforce boards, regional economic development groups, non-profit groups, K-12, and others
- \* Support community college staff to implement the Strong Workforce Program; such as Workforce Pathway Coordinators, K-14 Technical Assistance Providers
- \* Involve internal stakeholders, such as; Chief Instructional officers, CTE Deans, CTE Directors, CTE faculty, and others
- \* Create program enrichment proposals for consideration by the colleges:
- \* To increase enrollment
- \* To build or enhance Guided Pathways
- \* To bridge supply/demand gaps
- \* To bridge skills gaps
- \* To align with regional industry priorities
- \* To align with industry-recognized credentials
  
- \* Assist Colleges in executing successful initiatives:
- \* Assist colleges and programs with market intelligence information
- \* Coordinate sector focused faculty professional development
- \* Infuse current industry expertise into curriculum development
- \* Build CTE faculty communities of practice
- \* Braid funds to support initiatives
  
- \* Align with each college's integrated planning process
- \* Secure dean-level approval before proposing new initiative to a college
- \* Prepare documentation needed for college approval

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- \* Assist in curriculum planning and approval process
- \* Maintain appropriate information flow with the CTE Dean and college administration
  
- \* Leverage statewide and regional resources:
- \* Align regional initiatives with statewide sector strategies
- \* Collaborate with the statewide Sector Navigators (SN) and other DSNs in developing initiatives
- \* Work with the RC and COE to integrate initiatives into the regional plan/strategy
- \* Facilitate preparation and approval of SWP and other funding sources
- \* Match new funding opportunities to appropriate initiatives and colleges
- \* Assist in identifying adjunct instructors within industry
- \* Provide resources to convene colleges in communities of practice
- \* Facilitate connections to initiatives and resources from Workforce boards and regional economic development councils

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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