

EXPANDED JOB DESCRIPTION
Executive Director -- Work Colleges Consortium

The Work Colleges Consortium represents a group of nine institutions, approved by the U.S. Department of Education who meet the federal regulatory requirements to operate as Work Colleges. The schools recognize, encourage, and promote the use of a comprehensive work-learning-service program as a valuable educational approach that helps lower the cost of education, minimizes student debt, and encourages student civic development through participation in community service activities. Unique to all Work Colleges is the requirement that all resident students participate in a comprehensive work-learning-service program for all years of enrollment,

The Executive Director provides leadership, program development and strategic thinking in overseeing the internal and external work of the Consortium.

The following expectations are intended to provide a more complete description of the responsibilities of the Executive Director.

- The Executive Director guides and supports the advocacy work of the Consortium in concert with the WCC Presidents Council and government relations consultants
 - serving as a liaison to the U.S. Department of Education and member institutions' Congressional delegations, and
 - tracking federal funding, pertinent federal legislation, and Work Colleges Federal Guidelines.
- The Executive Director is housed at Berea College and is considered an employee thereof, but reports to the (rotating) Chair of the WCC Presidents Council.
- Each member school operates differently; the Executive Director must understand and accept the different operational modes of member institutions.
- The Executive Director facilitates the overall work of the Consortium promoting best practices and communication along with facilitating and overseeing WCC work groups: Academic, Work Deans, Financial Aid, Research, Career Services, and Public Relations, ensuring, as well, that the projects and work of these groups support the overall goals of the WCC.
- The Executive Director develops program infrastructure, programming, assessment, and evaluation. Development of presentations, themes and materials in support of ongoing advocacy for the WCC is necessary for both internal and external purposes.
- Subject to the oversight of the President's Council, the Executive Director develops, documents and communicates policy pertinent to Consortium operations.
- The Executive Director encourages the expansion of the Consortium, providing information and guidance for other institutions interested in the work college model.
- The Executive Director supports Member College staff and programs as they relate to operating a comprehensive work-learning service program and provides guidance upon request to Member Colleges for compliance with federal regulations and operating guidelines.
- The Executive Director facilitates research across member colleges for advancing the goals of the Work Colleges Consortium.
- The Executive Director is available to participate and serve with national organizations, (e.g., NAACU, NSEAF, etc.) as opportunities occur.