



## **Executive Director – Technical Training**

The Dwayne Peaslee Technical Training Center (Peaslee Tech) is seeking a dynamic and creative professional. This position reports directly to the Board of Directors.

The Executive Director oversees the daily operations and coordinates outreach efforts with a consortium of community colleges, City of Lawrence, Douglas County, The Chamber of Lawrence, Kansas, USD 497 and other business and community groups to drive economic development and training activities at Peaslee Tech.

Peaslee Tech opened in 2015 and is a state-of-the-art technical education facility, providing needed technical training to a diverse community of learners to meet the current and emerging needs of our communities and employers. Peaslee Tech's unique model delivers credit training by a consortium of Kansas community colleges and noncredit, custom courses directly to industry.

For more information about Peaslee Tech go to [www.peasleetechnology.org](http://www.peasleetechnology.org)

### **Required Experience and Responsibilities include**

- Assessing community training needs
- Selecting and contracting educational providers
- Supervising Program Manager to assure success of noncredit, custom courses and other revenue generating activities
- Marketing Peaslee Tech to Douglas County and other, related, appropriate areas
- Recruiting and advising students
- Being familiar with FERPA, KBOR/State/HLC policies
- Budgeting and working with our accounting firm to present accurate financial reports
- Strategic planning
- Continuing to grow relationships with community leaders
- Developing funding mechanisms
- Speaking to HS and Middle Schools student groups, area clubs and organizations
- Developing and managing tours for HS and middle school groups and the public
- Recruiting a diverse population of students
- Ongoing communications with funding partners and business leaders
- Manage the Peaslee Tech facility

### **Essential Qualifications**

- A Master's degree
- At least five years of experience in industry training
- At least five years of experience in credit-based education, including certificate programs
- Experience with facility development/management
- Supervisory experience
- MS Office Suite including Outlook, Word and Excel

To be considered for this position, email resume to: Shirley.Smith@Adeconna.com Equal Opportunity Employer - Minorities/women/veterans/disabled