



Job Description

Coordinator of Workforce Training

JD: 2206
Pay Grade: G09

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required: Minimum three (3) years' related work experience in workforce development or career training/education, or a related industry experience.

Education Requirements: Associate's degree and 5 years related work experience. Bachelor's Degree is preferred.

Direct Supervisor: Director of Workforce Training

Supervisory Responsibility: Direct (0); Indirect (0) Adjunct Instructors

Primary Work Location: Northern Outreach Center

Certification:

Job Summary: This position is responsible for working collaboratively with employers to anticipate, and respond to, the workforce training needs of business and industry, including trades and transportation at the local and regional level. This position reports to the Northern outreach center where the Mountaintop Truck Driving Institute is located.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist the Director of Workforce Training in building, implementing, evaluating and assessing courses and programs to support a prepared workforce. This may include courses, programs and other specialized training.
- Oversees day-to-day operations of Mountaintop Truck Driving Institute, including administrative duties, daily schedules, corresponding with the MVA, and ensuring compliance with federal regulations.
- Develop an annual schedule of offerings, as well as facilitate the logistics for their successful implementation.
- Use labor market data, as well as frequent interaction with local and regional employers, to identify workforce development needs.
- Research trends and opportunities in career & technical education and make course/program proposals to the Director of Workforce Training.
- Assist in the development and monitoring of yearly budgets, goals, and related metrics.
- Coordinate comprehensive marketing efforts for all courses and programs.
- Recruit students, on a regional basis, for upcoming courses and perform assessments as required.
- Interview adjunct faculty applicants and make hiring recommendations to the Director of Workforce Training.
- Serves as the supervisor for adjunct faculty, including evaluation.
- Evaluate the effectiveness of adjunct faculty and provide professional development opportunities.
- Assure that supplies, materials, equipment, texts, and supportive services for courses and programs are procured.
- Maintain records and collect all information required for reporting purposes.
- Conduct formal review and assessment of courses and programs.



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- Work collaboratively with support staff to ensure operational objectives are being met, including planning sheets for all courses, and CC-10's for courses eligible for state funding. Maintain course/program documentation, including syllabi and other relevant historical information.
- Serve on committees related to workforce development as requested by the Dean of Continuing Education and Workforce Development.
- Develop and facilitate student orientation and the enrollment process.
- Responsible for student engagement- ensure students are meeting attendance and academic requirements.
- Coordinate special events with partners and local social service organizations to provide community service while promoting offerings.
- Represent CEWD on various committees as requested by the Director of Workforce Training.
- Conduct joint visits with the Business Solutions staff to determine local and regional training needs.
- Identify grant opportunities and assist in drafting proposals, grant management, and monitoring activities.
- Serves on the CEWD Events Management Team
- Performs other related duties as assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Principles and techniques of education for nontraditional learners.
- Strong understanding of ERP capabilities and ability to meet compliance requirements.
- Principles and best practices for program development and program management.
- Computer software used within department to include but not limited to Microsoft office and databases.

Skills

- Strong written and oral communications and interpersonal skills.
- Strong organizational skills with attention to detail.
- Excellent supervisory skills.
- Proficient use of appropriate technology
- Establishing and maintaining effective working relationships with students, staff, and the community.

Abilities

- Represent the College effectively in the community.
- Operate with a high-degree of autonomy and self-motivation.
- Meet deadlines while multi-tasking.
- Communicating effectively in a wide range of situations with professionalism, discretion, and tact.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand complex written instruction and communicate information and ideas in clear and concise written form.



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****This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.**

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date