



JOB TITLE: CWD Trainer, Logistics, Part-time

DEPARTMENT: Center for Workforce Development

LOCATION: Union Campus

REPORTS TO: Executive Director, Center for Workforce Development

FLSA: Non-Exempt

LEVEL: 101

DATE: 06/19/18

POSITION SUMMARY: Provide training for Center for Workforce Development clients to understand supply chain logistics and related education.

EDUCATION, EXPERIENCE, AND LICENSES/CERTIFICATIONS: Completion of a Bachelor's degree: two years related experience

ESSENTIAL TASKS: *(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job)*

- Instruct incumbent workers on the principles of logistics to learn the process of planning effective product distribution and discuss methods of transportation and traffic management techniques.
- Teach the basics of the logistics environment
- Discuss with students global supply chain strategies and techniques as well as material handling equipment.
- Review and discuss safety and quality standards in the business environment as it relates to logistics.
- Discuss and educate students of the importance of clear and concise communication methods.
- Discuss and review basic teamwork and computer skills needed in the logistics environment.
- Provide students with the technical knowledge needed to understand the world of supply chain logistics and related core competencies; including product storage, product receiving, order processing, inventory control, transportation modes, safe handling or hazardous materials, and dispatching and tracking options.

KNOWLEDGE, SKILLS, and ABILITIES: Knowledge of department and college policies, procedures, and practices with the ability to answer work-related questions; and/or interpret and apply these guidelines correctly in various situations; , knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to devise or modify methods or processes to solve specific problems; ability to manage multiple projects and to work under time pressures to meet established deadlines; ability to handle confidential material judiciously; ability to work effectively in a busy environment with frequent interruptions; some knowledge to troubleshoot minimal technical issues; excellent customer service skills; detailed-oriented and accurate.

LEADERSHIP and COMMUNICATION SKILLS: Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty, vendors and the general public; communicate to convey or exchange general work-related information or service to internal or external customers; ability to make routine work decisions independently and perform duties using perceptive judgment and discretion; ability to establish and maintain effective working relationships with employees at all levels and with diverse student populations; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; effective telephone and customer service skills.

DECISION-MAKING and ANALYTICAL SKILLS: Exercise independent judgment within the scope of assigned authority; may be responsible for providing information to those who depend on a service or product; adhere to college and department policies, procedures, and practices; follow technical instructions, procedure manuals, and charts to solve practical problems; and/or ensure compliance with clear guidelines and standards; perform job duties in a safe and efficient manner.

EQUIPMENT/SOFTWARE: Utilize current College and/or department information technology equipment, software and programs; standard office equipment and department specific equipment.

WORKING CONDITIONS – Work/teaching is conducted in an office or classroom setting at business or in a classroom at East Central College in Union or Rolla.

PHYSICAL REQUIREMENTS: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED:

SIGNATURES: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*