

**JOB TITLE:** Coordinator, Apprenticeship and Business Training Programs

**DEPARTMENT:** Center for Workforce Development

**LOCATION:** Union Campus

**REPORTS TO:** Executive Director, Center for Workforce Development

**FLSA:** Exempt

**LEVEL:** 205

**DATE:** 11/4/19

**POSITION SUMMARY:** Responsible for developing US Department of Labor registered apprenticeship program with area business and industry throughout the ECC service region. The position will work collaboratively with college departments to develop programs that meet the demands of the local workforce.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Completion of Bachelor's degree or comparable work experience; two years related experience.

**ESSENTIAL TASKS:** *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

- Market, administer, develop and provide technical assistance to area business and industry for involvement with the Missouri Advanced Apprenticeship grant program.
- Develop and maintain regional partnerships with business and industry, workforce and economic development agencies, and a variety of education and training organizations.
- Identify new and emerging employee training opportunities that align with economic market trends and industry workforce needs.
- Organize, facilitate, and register apprenticeship programs and pre-apprenticeship programs.
- Work directly with business and industry to develop the key elements of a registered apprenticeship program and assist in the various stages of development including allocating resources to best accomplish the goals of programs.
- Advise regional partners of local, state, and federal funding and other resources available to support apprenticeship programs.
- Promote the best practices and trends around existing registered apprenticeship and pre-apprenticeship programs throughout the state.
- Serve as program coordinator for business development and customized and contract training services to business and industry
- Design, develop, maintain, and promote U.S. Department of Labor Registered Apprenticeship programs through collaboration with area businesses.
- Actively market and promote Center for Workforce Development services and professional and technical education to local business, industry and community
- Pursue opportunities to develop and cultivate relationships to promote services of Center for Workforce Development utilizing cold calls, in-person sales calls, phone, email
- Support administrative functions such as invoicing/billing, accounts payable/receivable, enrollment processing, and annual audits by state personnel
- Administer/follow-up on training leads/calls. Assess costs/profits, assist with securing instructors or trainers, setup training logistics
- Facilitate training sessions and/or workshops as needed
- Support training instructor and vendor management functions as related to business and industry training
- Assist in the development or identification of curriculum and host public training seminars geared toward responding to regional business and industry needs
- Represent the college in the service region on workforce development projects and events in conjunction with CWD staff members.

- Participate in professional organizations related to apprenticeship programs and workforce development and business and industry training education, attending conferences and professional development events as directed by the Executive Director
- Prepare reports, statistical data, correspondence and other materials related to responsibilities assigned. Including letters, brochures, spreadsheets, mailings, presentations, etc.
- Identify sources, draft proposals, and submit projects to secure funding through local, state, and federal grants and programs.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of college and department policies, procedures, and practices with the ability to answer work related questions; knowledge of the Family Educational Rights and Privacy Act (FERPA), and other applicable laws pertaining to employment and education; ability to plan, organize and implement assigned responsibilities and to work well under pressure to meet deadlines; excellent organizational, analytical and planning skills; ability to participate as a team member, ability to understand and interpret rules and regulations, and ability to adjust to change; skill in budget development and management; ability to prepare and analyze financial reports; ability to handle confidential material judiciously; knowledge of general accounting procedures; ability to work accurately and efficiently in a fast paced environment with frequent interruptions; ability to use independent judgment and discretion; ability to manage multiple projects; ability to perform all essential functions using safe work methods and following safety regulations relating to job.

**LEADERSHIP and COMMUNICATION SKILLS:** Ability to respond meaningfully to the needs of individuals with respect and sensitivity; ability to exchange ideas, information, and opinions with others; ability to give instructions or assignments to others; arrive at decisions, develop conclusions, or develop solutions; ability to communicate effectively with a diverse workforce, student population and individuals with disabilities; ability to prioritize and delegate projects; ability to meet timelines and follow-through; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; demonstrate ethical conduct and professionalism; ability to effectively train, evaluate and develop staff members; ability to handle personnel issues in a highly confidential manner; ability to direct, manage, or lead others; establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; responsible for short-term and long-term planning.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to make administrative and procedural decisions; ability to interpret policy and establish methods and procedures; ability to analyze situations accurately and effectively problem solve; ability to mediate conflict and resolve effectively; ability to determine work procedures, assign duties, promote efficiency; collaborate with relevant leadership regarding strategic planning, marketing, and process improvements.

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; may work evenings and/or weekends; Available to travel locally and regionally to participate in meetings, conferences, and other activities related to the position duties.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and/or travel to meetings; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement

**POSITIONS SUPERVISED:** None

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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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.*