

**JOB TITLE:** Coordinator, Pre-Apprenticeship (grant funded)

**DEPARTMENT:** Center for Workforce Development

**LOCATION:** Union Campus

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

**FLSA:**

**LEVEL:**

**DATE:** 4/5/2021

**POSITION SUMMARY:** Responsible for developing pre-apprenticeship programs 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, MO Apprenticeship Ready program and other apprenticeship funding streams
- Represent the college in the service region on workforce development projects and events in conjunction with Executive Director
- Organize, facilitate, and register pre-apprenticeship programs
- Prepare reports, statistical data, correspondence, and other materials related to responsibilities with Apprenticeship & pre-apprenticeship programs
- Identify sources, draft proposals, and submit projects to secure funding through local, state, and federal grants and programs
- Work directly with business and industry to develop the key elements of a pre-apprenticeship and registered apprenticeship programs and assist in the various stages of development including allocating resources to best accomplish the goals of programs
- Promote the best practices and trends around existing registered apprenticeship and pre-apprenticeship programs throughout the state.
- Actively market and promote Center for Workforce Development services and professional and technical education to local business, industry, and community throughout the entire ECC service region
- Provide applications and support documents for business development and contract training services to business and industry
- Monitor program budgets for Apprenticeship & pre-apprenticeship programs.
- Represent the college in the service region on workforce development projects and events in conjunction with CWD staff members
- Participate in professional organizations and conferences related to apprenticeship & pre-apprenticeship 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 guidelines of the Family Educational Rights and Privacy Act (FERPA).
- Perform assigned responsibilities, and 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.*