
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Human Resources Development (HRD) Coordinator/Instructor

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution. Major industries in the county are agriculture, paper manufacturing, lumber production, and chemical manufacturing.

Minimum Requirements for the Position

1. Bachelor's degree from a regionally accredited institution in Business Administration, Counseling, Education, Human Resources Development or Human Resources Management
2. One to three years of supervisory or lead instructor/trainer experience
3. Experience in counseling, mentoring, advising or closely related role
4. Experience with adult learners and/or socio economically diverse groups in an academic/college or community based setting
5. Experience in development and implementation of career readiness programs
6. Demonstrated excellent oral, written, and interpersonal communication skills
7. Proficient in Microsoft Word, Excel and PowerPoint

Purpose and Function of the Position

Under the general direction of the Director of Industrial and Workforce Training, the Human Resources Development Coordinator/Instructor will be responsible for organizing, implementing, and administering the Human Resources Development (HRD) program. In order to fulfill the requirements of the position, the Coordinator will perform the following functions:

1. Develop, deliver, and administrate the College's Human Resources Development (HRD) program
2. Develop and implement a career coach initiative
3. Market HRD program offerings to local businesses and organizations
4. Identify and hire qualified p/t instructors

5. Work with HRD instructors at college, community and correctional facilities to develop new and innovative instructional materials and teaching methods
6. Work closely with community partners and organizations in the development of HRD career readiness classes/programs
7. Maintain accurate records required by Southeastern Community College and the North Carolina Community College System
8. Serve as the College's liaison with the North Carolina Community College System HRD program staff
9. Assume classroom instructional role when necessary
10. Coordinate the Career Readiness Certification (CRC) program
11. Coordinate staff development for HRD instructional and support personnel
12. Participate in professional development activities
13. Conduct and provide training/instruction on labor market research and analyzing occupations
14. Serve on institutional and community-related committees as assigned
15. Conduct class visits to ensure quality instruction is provided
16. Serve as an active member of the Columbus County NCWorks Career Center Leadership team
17. Adhere to SCC policies and procedures
18. Perform other duties as assigned by the Director of Industrial and Workforce Training and/or the Vice President of Workforce and Community Development

Excellent references from previous employers must be furnished upon request. Position is to be filled no later than September 22, 2017.

A completed Southeastern Community College application form, a resume, and undergraduate and graduate transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 5:00pm on Thursday, August 31, 2017. Applications received after this date may not be considered.

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, and P.O. Box 151, Whiteville, NC 28472.

An Equal Employment Opportunity/Affirmative Action Employer