
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Industrial & Workforce Training Administrator

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 is undergoing major changes as it prepares for the future. It has adopted a new vision: To be recognized as the premier rural community college in North Carolina; and a new mission statement: To continuously promote educational attainment, economic development, and cultural enrichment in Columbus County and surrounding areas. To achieve its mission and move towards its vision, SCC is focused on its performance in student success, workforce development, enrollment, employee performance, facilities, resource acquisition & use and community services.

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.

Minimum Requirements for the Position

1. Bachelor's Degree in business, manufacturing, or related industrial field from a regionally accredited institution
2. Two years of experience in business/industry setting
3. Demonstrated ability to establish linkages with economic/workforce development entities
4. Demonstrated use of technology and data software
5. Ability to manage projects
6. Understanding of industry-wide standards
7. Ability to map training programs to third party industry recognized certifications and/or licensures
8. Ability to research companies and training protocols
9. Excellent organizational, analytical and planning skills
10. Excellent oral and written communication skills
11. Excellent interpersonal skills
12. Ability to work well without close supervision
13. Willingness to participate in professional development activities
14. Willingness to participate in community service activities
15. Willingness to be a productive team player
16. Willingness to work irregular hours including nights and weekends.
17. Commitment to the community college "open door" philosophy and the comprehensive community college concept

Preferred Requirements for the Position

1. Two years of supervisory experience in business/industry
2. Experience in delivering corporate/industry training
3. Experience in grant writing, budget management and data analysis
4. Prior experience in Career & Technical Education and/or Workforce Continuing Education programs

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Primary Function of the Position

Under the general direction of the Vice President of Workforce & Community Development, the Industrial & Workforce Training Administrator will:

1. Establish and maintain excellent rapport with local business/industry personnel.
2. Establish partnerships and collaborate effectively with local, regional and state economic and workforce development agencies to promote development of a skilled workforce to meet regional needs.
3. Plan, implement, coordinate and manage training related to the Customized Training Program (CTP) for new and existing businesses and industries within the guidelines of the North Carolina Community College System (NCCCS) and Southeastern Community College.
4. Maintain accurate records, prepare reports and perform other administrative tasks as needed to operate the CTP and activities within budget guidelines.
5. Work cooperatively with Columbus County business and industry personnel to plan, implement, coordinate and manage workforce continuing education classes that meet their training needs.
6. Assist businesses/industries in the formulation of training plans to address their needs.
7. Negotiate with managers of business and industry to provide education and training onsite and/or at SCC.
8. Assist with development, implementation and evaluation of Workforce Continuing Education College and Career Promise (CCP) manufacturing pathways.
9. Assist with SCC's apprenticeship and work experience initiatives.
10. Interpret local and regional labor market data to identify short-term skills certification/licensure training programs.
11. Locate, modify, and develop course materials for business/industry specific skills training courses/seminars/meetings.
12. Hire, supervise, train and evaluate instructors.
13. Monitor program effectiveness through regular evaluation of data to ensure progress towards program/division goals.
14. Supervise industrial and workforce training activities.
15. Collaborate with internal and external partners to identify and offer new training programs for development as requested by the business/industry community.
16. Act as facilitator for grant projects in assigned program area(s) - assist in writing grants, manage grant budget(s), and ensure that grant deliverables are accomplished in accordance with funding agency/source expectations and guidelines.
17. Maintain records, prepare reports, and perform other administrative tasks as needed to plan, develop, administer, and evaluate industrial & workforce training programs.
18. Develop program/training goals and objectives in conjunction with the college's strategic planning process.
19. Fulfill committee assignments as an individual or group representative.
20. Perform other duties as assigned by the Vice President of Workforce & Community Development.

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience, labor market and institution salary formula. This position is to be filled by August 3, 2018.

For a required Southeastern Community College application, visit www.sccnc.edu or call (910) 642-7141, ext. 310.

A completed Southeastern Community College application form, a resume, letter of interest and educational 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 12:00 p.m. on July 6, 2018. Applications received after this date may not be considered.

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

An Equal Employment Opportunity/Affirmative Action Employer