
Southeastern Community College

EMPLOYMENT OPPORTUNITY

Director, Industrial & Workforce Training

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 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. Demonstrated ability to manage projects
6. Ability to map training programs to third party industry recognized certifications and/or licensures
7. Ability to research companies and training protocols
8. Excellent organizational, analytical and planning skills
9. Excellent oral and written communication skills
10. Excellent interpersonal skills
11. Ability to work well without close supervision
12. Willingness to participate in professional development activities
13. Willingness to participate in community service activities
14. Willingness to be a productive team player
15. Willingness to work irregular hours including nights and weekends
16. Commitment to the community college "open door" philosophy and the comprehensive community college concept

Preferred Requirements for the Position

1. At least one year of work experience, within the last three years, in a manufacturing, technical and/or educational environment.
2. Experience in planning, implementing and evaluating training programs in an industrial and/or educational setting
3. Experience in grant writing, budget management and data analysis
4. Prior experience in Workforce Continuing Education course development

(Continued on next page.)

(Continued from previous page.)

Primary Function of the Position

Under the general direction of the Vice President of Workforce & Community Development, the Director of Industrial & Workforce Training 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 Customized Training Program (CTP) projects 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 administer CTP projects and activities.
5. Work cooperatively with Columbus County business and industry personnel to design and implement customized training classes/programs that meet their workforce development needs.
6. Negotiate with managers of business and industry to provide education and training onsite and/or at SCC.
7. Assist with development, implementation and evaluation of Workforce Continuing Education College and Career Promise (CCP) manufacturing pathways.
8. Assist with SCC's apprenticeship and work experience initiatives.
9. Interpret local and regional labor market data to identify short-term skills certification/licensure training programs.
10. Design and implement short-term workforce continuing education training programs and pathways
11. Hire, supervise, train and evaluate instructors.
12. Monitor program effectiveness through regular evaluation of data to ensure progress towards program/division/college strategic goals.
13. Collaborate with community partners in the development of new workforce continuing education training programs/pathways
14. Assume a leadership role in writing workforce development grants, managing grant budget(s), and ensuring that grant deliverables are accomplished in accordance with funding agency/source expectations and guidelines.
15. Maintain records, prepare reports, and perform other administrative tasks as needed to plan, develop, administer, and evaluate industrial & workforce training programs.
16. Develop program/training goals and objectives in conjunction with the college's strategic planning process.
17. Fulfill committee assignments as an individual or group representative.
18. 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.

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. This position will remain open until filled.

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