



PROGRAM ADMINISTRATION SPECIALIST II, #00343

(Working Title: Job Placement Coordinator)

*****RE-ANNOUNCEMENT*****

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 1,100 businesses and 17,000 participants annually through customized contract training and open enrollment offerings.

The College is seeking applicants for the position of Program Administration Specialist II, Pay Band 5. This position will be assigned to Community College Workforce Alliance (CCWA), Chester Campus. The incumbent will also be required to perform work activities at remote locations in and around the Midlothian and Petersburg areas.

TYPE OF APPOINTMENT: Full-time classified position with state benefits.

DUTIES: The Job Placement Coordinator will be responsible for building and managing CCWA's Job Placement Pipeline. This position will be responsible for staying abreast of changes in the region's employer workforce needs such as: new position requirements, training challenges, or downturns. Additionally, the incumbent will be the point of contact for individuals in search of employment and provide connectivity to the region's workforce training resources. This position will assist JTCC, JSRCC, and Middle College students in identifying employment opportunities, and internships and apprenticeships leading to careers in their chosen fields. The incumbent will serve as the liaison for the day-to-day association with the Regional One-Stop Career Centers, and the Virginia Employment Commission Office, integrating them into CCWA's employer/job candidate placement pipeline. The incumbent will be the on-site counselor for screening and coordinating activities related to the DOL-funded *Growing America Through Entrepreneurship* initiative beginning in early 2010 and running through 2011. Through the broadened integration of services provided by the Job Placement Coordinator to business and industry, CCWA will enhance its awareness of industry needs and strengthen its position as the consultant and trainer of choice.

QUALIFICATIONS REQUIRED: Considerable knowledge of program evaluation methods and technologies; competencies for education and training; and entry level workforce skill development. Working knowledge of administrative policies governing hiring and job place practices. Considerable working experience in manufacturing, or a related industry, in production, human resources, training, or sales. Considerable working experience developing business, marketing and strategic planning in support of organizational goals, leading to new business initiatives. Demonstrated ability to interpret and apply complex regulatory guidelines, labor market trends, workforce development priorities, and funding opportunities leading to new business or improved operations. Demonstrated ability to work and contribute to team efforts in a dynamic and collaborative organizational structure. Demonstrated ability to work independently, set priorities, and manage conflicting situations. Demonstrated ability to operate a personal computer with current software programs to include word processing, spreadsheet, and database products. Demonstrated ability to communicate effectively, both orally and in writing, with a diverse population. High school diploma or equivalent is required. Valid Virginia driver's license. The selected candidate must be able to pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Bachelor's degree from an accredited institution in Business, Human Resources, Public Administration, Manufacturing, or a related field. Considerable experience in the delivery of employment and training related programs at or above the supervisory or program coordinator level is preferred. Demonstrated experience in project management, economic development, contracting, sales, workforce development, and college programs is also preferred. A Virginia Career Readiness Certificate is preferred.

PAY BAND RANGE: \$40,959 - \$84,062

STARTING SALARY: Approximate starting salary, \$40,959- \$45,000, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through May 28, 2010.

APPLICATION PROCESS: While this position will report to CCWA, the JSRCC Office of Human Resources is serving as the hiring agency. To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.