

COORDINATOR, MANUFACTURING WORKFORCE PROGRAMS
(POSITION #FA020)

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 18,000 participants annually through customized contract training and open enrollment offerings.

CCWA is currently seeking applicants to fill the position of Coordinator, Manufacturing Workforce Programs. This position will be located at CCWA's location on the JTCC campus in Chester, VA. The organization's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$57,545 - \$100,850. Approximate maximum hiring salary: \$57,545.
QUALIFICATIONS REQUIRED	Bachelor's degree from an accredited institution. Considerable knowledge of adult training methods, curriculum design and development, and needs assessment and evaluation methodology. General knowledge of the Manufacturing industry either through experience or education. Working knowledge of workforce development issues and general business/industry practices. Working knowledge of marketing and sales practices and principles. Demonstrated ability to develop and deliver customized training and targeted industry training solutions for various employee groups. Demonstrated ability to organize and analyze employee and labor force data, negotiate contractual agreements, and coordinate training staff and logistics. Demonstrated ability to develop effective work teams; to supervise and direct work activities; and to manage and develop the professional needs of full- and part-time staff. Demonstrated ability to conduct professional presentations. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of students, faculty, staff, and business and community partners. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Bachelor's degree in a technical field related to manufacturing, technical training, adult education or similar area is preferred; or Master's degree in marketing, training, business, or related technical area is also preferred. Experience in developing workforce solutions in technical or manufacturing curricula areas and generating new contract business. Experience in leading training initiatives. Experience in a community college workforce development setting is also preferred.
POSITION RESPONSIBILITIES	CCWA's primary mission is to provide quality workforce training services to the greater Richmond area. This service takes two distinct forms: open enrollment and contract training. The incumbent in this position will be responsible for marketing, consulting, developing, organizing, and supervising the delivery of contract programs for manufacturing, technical and trade industries. These innovative programs will meet the needs of area businesses and may be delivered as customized contract training, Apprenticeship, Co-Op programs or business-unique credit or non-credit programs.
APPLICATION PROCESS	Application reviews will begin OCTOBER 28, 2010 , and will be accepted until the position is filled.

To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. For full consideration, the cover letter, curriculum vitae, and unofficial transcripts must be received with the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the first day of employment.