



## Job Description

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<b>Job Title:</b>	CCE Trainer	<b>Job Code:</b>	
<b>Division:</b>	Corporate and Continuing Education		
<b>Date:</b>	June, 2003	<b>FLSA:</b>	Exempt

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*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Conducts classes and performs duties related to instruction; advises and assist students outside the classroom; participates in activities which enhance the college's service to students and the community.

### **Characteristic Duties and Responsibilities:**

1. Works a 40 hours work week with 24 - 32 hours of actual classroom delivery per week; hours may include days, evenings and weekends.
2. Teaches courses within the assigned program area, which may include using new classroom technology; demonstrates high degree of skill in training; models effective training techniques for other trainers.
3. Assists in the coordinating, developing, planning, implementing; and administering goals and objectives related to the assigned area.
4. Recruits, interviews, recommends and helps orient/coach new and part-time trainers in assigned program area.
5. Monitors course offerings and recommends additions, changes, deletions to keep area up to date; coordinates the development of course outlines and materials.
6. Prepares records and reports regarding attendance, grades, course files and course evaluation; submits textbook request and assists in term schedule.
7. Assists in planning class schedules which facilitate convenience to students, proofs schedule for accuracy and notes needed for correction.
8. Arranges for the design and customization of training programs to meet specific needs of organizations and their employees.
9. Assists Program Coordinators with the marketing of their program; assists in the development of proposals for training services to CCE customers and staying current of developments in program area.
10. Adheres to the specific policies and requirements of the College and other pertinent agencies.

### **Reporting Relationships:**

**Direction Received:** Receives direct supervision from the Director; works in partnership with Program Coordinator for course development and processes.

**Direction Given:** No authority or responsibility for the supervision of others, project direction, or program administration.

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The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.



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### **Minimum Requirements:**

Appropriate accreditation or licensure and/or experience in the subject to be taught.

Current Instructor approvals by NC Real Estate Commission required. This requires submitting an Instructor application to the Commission and holding a current NC Licensure for a minimum of 3 years. Flexible schedule to include day, evening and weekend classes at multiple locations. Teaching experience preferred. 12 month position.

Ability to work both independently and as part of a highly performing team. Must possess excellent communication and presentation skills, a genuine commitment to help students/customers, a personal desire to make a difference, and the qualities of a self-starter. Desired experience in the specified program area; the assessment of student training needs, and the delivery of instruction in a variety of settings.

Specific minimum educational requirements and dependent upon the trainer's credentials and the hiring specifications set by the applicable program area and subject taught. In certain instances, related experience may substitute for education; however, such determination will depend on the position and circumstances of the situation.

### **Working Conditions:**

Typical classroom/office environment.