



Job Description

Job Title:	Director of Economic Recruitment	Grade:	M
Division:	Corporate and Continuing Education	FLSA:	Exempt

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:

Plan, organize and direct the training and administrative functions for the Customized Training Program and the North Carolina Career Readiness Certificate initiative. Provide program and staff leadership that will ensure market-driven training programs and processes. Develop relationship internally and externally to maximize the effectiveness and reach of the Customized Training Program and North Carolina Career Readiness Certificate initiative.

Characteristic Duties and Responsibilities:

1. Works with Chamber of Commerce and State Department to develop training programs for new and expanding companies to the area. Makes presentation and negotiates Customized Training Program parameters to community/business leaders, economic development organizations, workforce boards, local and state employers.
2. Supervises and trains staff by assigning tasks, monitoring and evaluating performance and recommending disciplinary actions including termination. Staff may include full-time staff, part-time instructors and contracted professionals.
3. Develops strategic relationship and consults with companies to develop training programs, negotiate budgets, and deliver comprehensive training to meet the needs of their new workforce. Designs and implements training programs for expanding and relocating companies in the county.
4. Prepares and directs the State Budget Request for each project; administers and monitors all State funded programs.
5. Forecasts funding needed for staffing, equipment, materials and supplies for each training programs; submits and projects proposals for expenditures and monitors and controls expenditures.
6. Evaluates instructors, course content and over-all program performance.
7. Coordinates unit's activities by recommending goals and objectives and assisting in the development and implementation of policies and procedures.

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. August 2011



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8. Monitors progress of projects by reviewing completed tasks, ensuring that deadlines are met and that any needed changes are made.
9. Confers with and advises State and Regional New Industry Directors. Works as liaison between NCCCS and companies.
10. Coordinates unit's programs with those of other college departments, divisions, and external consultants and organizations.
11. Develops strategic relationships with multiple entities in the region.
12. Designs and implements training programs for expanding and relocating companies in Mecklenburg County.
13. Performs other duties as assigned

Reporting Relationships:

Direction Received: Reports to Associate Dean or Executive Director for Corporate and Continuing Education

Direction Given: Direct supervision as a first-line supervisor over professional exempt staff and administrative support staff



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Minimum Requirements:

Broad knowledge of basic theories, principles and methodology of a general field acquired through completion of a Bachelor's degree; Two to four years experience in sales, marketing and/or training programs.

Preferred qualifications:

Negotiation and project management skills; two to three years of management/supervisory experience in business and industry, along with a working knowledge of the customized training program and/or CPCCE program capabilities. Knowledge of private industry methods and organization, experience with manufacturing or service industries preferred.

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of budgeting and reporting procedures and practices
Knowledge of continuing education programs and training organizations
Ability to design and implement training programs
Ability to make presentations and negotiate terms
Supervisory and leadership skills
Project management skills

Working Conditions:

Typical office environment; travel to visit companies and industrial facilities may be required.

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