



Job Description

Job Title:	Program Coordinator/Authorized Apple Trainer	Grade:	L
Department:	CCE Computer Training	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:

This position has been partially funded through the REACH IT Grant as a PT Coordinator responsible for planning, organizing and managing the courses being offered through the REACH IT grant. In addition, CCE has created an Apple Authorized Training Center (AATC), that requires an Apple Authorized Trainer (AAT) who will plan instructional systems, dealing with a variety of interrelated media and technology elements, to improve classroom productivity and student learning; assists in planning, marketing, and implementation of Apple IT Certified courses. Therefore, we would like to combine these two functional roles into one FT position to be covered 41% by the grant 59% by SS funds.

Characteristic Duties and Responsibilities:

1. Assists REACH IT Program Trainer/Developers in developing planning, implementing and administering goals and objectives for the different REACH IT professional tracks.
2. Develop and conduct Apple Authorized training classes
3. Prepare documentation for the origination of classes, may schedule dates, rooms, and instructors, may review class schedule for accuracy.
4. Obtain and retain Apple Authorized Trainer (AAT) status on various software products and corresponding updates by staying current with software products and technology.
5. Communicate important deadlines concerning tasks and timelines, such as monthly AATC reporting functions and REACH IT program area numbers for the Dept. of Labor.
6. Collaborates and partners with CPCC Curriculum Divisions who use Mac labs in their training units to conform to the AATC bylaws, including AAT status.
7. Research and make recommendations for new Apple training products.
8. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Director of Computer Training

Direction Given: No authority or responsibility for the supervision of other employees



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Minimum Requirements:

Bachelor's Degree from a regionally accredited institution and 2 years of work experience

Knowledge, Skills, Abilities and Worker Characteristics:

Principles and practices of program management

Methods and techniques of program development and evaluation

Principles of supervision including employee training and performance evaluation

Principles and practices of grant proposal preparation

Principles and practices of financial record keeping

Methods and techniques of program marketing and publicity

Computer technology and application

Oral and written communication skill

Working Conditions:

Typical office environment