



Job Description

Job Title:	Program Developer, Economic Recruitment	Grade:	K
Department:	Corporate & 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 and organize the instructional activities within Economic Recruitment. Responsible for managing project expenditures vs. allocated project budget to ensure alignment is occurring within all customized training project accounts. Schedule, score and tag (if necessary) all Career Readiness Certificate students within the Customized Training projects and answer general inquiries related to results with students.

Characteristic Duties and Responsibilities:

1. Assists the Director in developing planning, implementing and administering goals and objectives of the assigned area. Provides administrative assistance to Director, develops prepares and presents recommendations and reports, coordinates activities with other program areas.
2. Recruits, interviews and recommends trainers/instructors/staff and provides orientation for assigned area; monitors and evaluates trainer/instructor/staff performance; Ensures the submission of initial employment forms for employees.
3. Prepares documentation for the origination of classes, sections, schedule dates, rooms and trainers/instructors; Proofs class schedule for accuracy and determine appropriate trainer/instructor needed for customized training projects.
4. Monitors course offerings and recommends additions, changes, deletions to keep program/area current; coordinates the development of course outlines and materials in assigned area.
5. Serves as a primary trainer for new Economic Recruitment Program Developers and Program Assistants in understanding role and process intersection between programming and operations (Records Management and Customer Service). May assist new CCE Directors or other staff in understanding these essential processes and relationships.
6. Schedules, tags and scores all students taking the Career Readiness Certificate within the Customized Training Projects.
7. Provide technical support by managing pivot tables within all customized training projects to ensure all expenditures are aligned with overall project fund allocations
8. Provide technical or logistical support to instructors using classrooms, equipment & internal websites

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. April 2013



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9. Update and maintain facilitators/instructors bio, specialty areas and contact information within Economic Recruitment Sharepoint database.
10. Ensures program accreditation, certification, and licensure; perform Level I audits for Customized Training classes with > 12 contact hours.
11. Represents the program and college at meetings of professional organizations.
12. Performs other duties as assigned.

Reporting Relationships:

- Direction Received:** Receives general guidance and direction from the Dean or Associate Dean and direct supervision from the Director.
- Direction Given:** Provides functional direction and guidance to instructors and support staff for program direction and administration.

Minimum Requirements:

Associate Degree from a regionally accredited institution and two years of responsible administrative experience

Preferred Qualifications:

- Bachelor's Degree from a regionally accredited institution
- Three years of experience in planning and coordinating workforce training in manufacturing and/or customer service center environment
- Sales support or client relationship management experience
- Proficiency in Word, Excel, PowerPoint and SharePoint
- Knowledge of Career Readiness Certificate (CRC)
- Knowledge of various sectors within business and industry including manufacturing, financial and warehouse/distribution

Knowledge, Skills, Abilities and Worker Characteristics:

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Principles and practices of project 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
Strong oral and written communication skills
Must have understanding of competency based adult education

Working Conditions:

Typical office environment