

*Job Posting*

Coordinator of Workforce & Economic Development

Date Posted: November 2, 2020

Posting End Date: Until Filled

Cisco College is accepting applications for the position of Coordinator of Workforce & Economic Development. An Associate’s Degree/Bachelor’s Degree is preferred. Three to five years of experience in a related field is required. An applicant should possess intermediate to advanced computer skills (Microsoft Office); strong multi-tasking/project management skills; the ability to manage timelines, budgets, resources and deliverables; and strong interpersonal and communication skills. (Please scroll down to review the complete job description for the position.)

**CISCO COLLEGE** offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with $5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

The position will be based at the Abilene Campus of Cisco College. It is a 12-month position, plus benefits. The position will be posted until filled. Resume packages are received via email, fax, and USPS, but email is preferred.

***Please note****: A complete resume package must include cover letter, completed and signed Cisco College Application (located on the “Jobs” page of our website under “Forms”), resume, unofficial copy of transcript. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.*

Please submit your resume package to: Shelli Garrett

Director of Human Resources Cisco College

101 College Heights

Cisco, Texas 76437

Office: 254-442-5121

Fax: 254-442-5100

[shelli.garrett@cisco.edu](mailto:shelli.garrett@cisco.edu)

Cisco College is an Equal Opportunity Employer

**Cisco College**

Staff Job Description

**Job Title:** Coordinator of Workforce & Economic Development

**Reports to:** Dean of Workforce & Economic Development

**Last Reviewed:** 11/2/2020

**Job Summary:**

The primary responsibility of this position, under direct supervision, is to assist the Dean of Workforce and Economic Development in day-to-day operations pertaining to credit and non-credit courses/programs included in the Workforce and Economic Development Division.

The Coordinator of Workforce and Economic Development will assist in creating and facilitating an employer led, industry-sector focused workforce development system that attracts and develops workers in sufficient number to meet the needs of current and prospective employers. This will be accomplished by working with community partners to raise awareness of career opportunities in critical occupations, improving the basic skills and employability of workers, providing skills/career training in targeted fields, increasing collaboration and coordination of workforce development efforts, and creating a better data system for measuring supply and demand.

**Primary Responsibilities:**

* Responsible for assisting with the implementation and creation of a shared vision, strategic plan and goals of an employer-led, industry sector-focused workforce development model.
* Work to increase understanding, support, and assisting in development of new continuing education and professional development programs based on input from faculty, advisory councils, business/industry/education partners, and market demands.
* Assist in the assessment of staffing needs of businesses and track employment placement and retention outcomes for program participants.
* Assist in developing collaborative partnerships with the business/industry community, educational institutions, and state/federal agencies to promote training.
* Assist in developing program marketing materials including brochures and other methods to promote continuing education/workforce training programs to the community.
* Help gather, analyze, and process workforce data to create and promote marketable skills training.
* Support Continuing Education in developing course schedules, coordinating date/time/instructors, course registration and budgets, and developing marketing strategies.
* Participate in professional development through appropriate conferences, workshops, seminars, or webinars.
* Register continuing education, non-credit, and custom workforce training students.
* Maintain, organize, and prioritize files for all CE/CEU courses, CE/CEU students, and CE/CEU instructors using POISE/Skylite and Filebound software systems.
* Assist in preparation of grant proposals when requested and in the reporting process of Licensure Reports or Grants to appropriate college, state, and/or federal entities.
* Order textbooks and supplies necessary for non-credit courses/programs as needed.
* Organize and proctor certification exams.
* Perform other related duties as assigned by the Dean.

**Qualifications:**

* Three (3) to five (5) years of experience related to the duties and responsibilities specified.
* Associate/Bachelor degree (preferred).
* Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision.
* Ability to demonstrate flexibility and creativity.
* Working knowledge of MS Office Suite (Word, Excel, PowerPoint) and basic Internet research techniques.
* **Great follow-up skills.**
* **Strong organizational and interpersonal skills are required.**
* **Great customer service and positive attitude.**
* **Able to work effectively under time pressure and/or deadlines.**
* Excellent verbal and written communication skills.
* Electronic file keeping/tracking/software skills.
* Willingness to work flexible, varying hours, including evenings and weekends as needed.

**Physical Demands and Work Environment:**

* Work is normally performed in a typical interior/office work environment.
* Be prepared to travel to the main campus (Cisco, TX) weekly.
* No or very limited physical effort required; however, the employee must occasionally life and/or move up to 25 pounds.
* No or very limited exposure to physical risk.