



ASSISTANT COORDINATOR/INSTRUCTOR FOR TECHNICAL PROGRAMS
(POSITION #GA365)

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 700 businesses and approximately 12,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to workforce development and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating their diversity, and recruiting and retaining star quality employees. CCWA's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships. The position will be assigned to CCWA with the physical work location being on the Parham Road campus of J. Sargeant Community College, located at 1651 E. Parham Road Richmond, Virginia 23228.

TYPE OF APPOINTMENT: Full-time restricted twelve-month professional faculty-ranked appointment, with teaching responsibilities. Position is funded through June 30, 2019, continued employment is based upon funding availability. Salary commensurate with the education and experience of the applicant. Salary range: \$56,610 - \$112,256. Approximate maximum hiring salary: \$56,610.

QUALIFICATIONS REQUIRED: Considerable knowledge of training and development for entry to mid-level positions within the manufacturing, logistics, and trades industries. Knowledge of adult training methods, curriculum design and development, and evaluation methodology. Demonstrated ability to facilitate customized certification training programs to targeted industries. Demonstrated ability to teach in a technical laboratory, classroom, and in online formats. Demonstrated ability to train other instructors in classroom management and instruction. Demonstrated ability to organize, manage, and prioritize multiple tasks and maintain accurate records. Demonstrated ability to complete projects and assignments independently with minimal supervision. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of training participants, faculty, staff, and business and community partners. Demonstrated ability to conduct professional presentations to employers and workforce partners. Demonstrated ability to operate a personal computer utilizing current software programs. Associates or Bachelor's degree in engineering, logistics, or industrial manufacturing and an apprenticeship and/or journeyman card within a technical trade are required, however a combination of education and work experience may substitute for these requirements. The selected candidate must be able to successfully pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Current or recent experience as a trainer for a higher education program in manufacturing, logistics and/or trades is preferred. Work experience in a manufacturing or logistics settings with direct experience in logistical and manufacturing operations or maintenance of a facility is also preferred.

POSITION RESPONSIBILITIES: The Assistant Coordinator/Instructor of Technical Programs will coordinate and facilitate non-credit certification training programs in manufacturing, logistics, and trades for entry to mid-level positions, which align to priority certifications; and, will perform teaching responsibilities to include: MSSC Certified Logistics Technician, MSI Manufacturing Technician Level 1, and NCCER Core certification programs, along with other training programs aligned with these credentials, such as OSHA 10 and 30, and First Aid. The Assistant Coordinator/Instructor of Technical Programs will facilitate instruction between Reynolds and John Tyler Community College sites, as well as employer and workforce partner's locations within Central Virginia. Additionally, this position will develop curriculum, perform quality controls checks of the certification curriculum, maintain lab equipment, and be available for employer meetings to act as the subject matter expert for the curriculum.

APPLICATION PROCESS: Review of applications will begin **NOVEMBER 2, 2018**. Applications will be accepted until the position is filled.

CONTACT INFORMATION: Emily Duncan, Recruitment Coordinator
 Email: employment@reynolds.edu

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within 1 year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.