



Notice of Vacancy

Position: Workforce Industrial Training Coordinator **Institution:** Southwest Mississippi Community College
Regional Workforce Training Center
1146 Horace Holmes Drive
Summit, MS 39666

Job Description:

Coordinate training programs with local businesses, industries, and workforce; offering start up and upgrade training for the school according to Southwest Mississippi Community College (SMCC) and Mississippi Community College Board (MCCB) guidelines.

Duties and Responsibilities:

- Develop and supervise all industrial training projects in accordance with policies and guidelines
- Work closely with Workforce Development Center team to identify, develop, write, and coordinate needed training projects under guidance of the Workforce Training Director.
- Work with industrial development groups, MS Department of Employment Security, MS Development Authority and other organizations to establish and maintain an environment desirable to industry.
- Provide required reports to the Workforce Development Center Director, Associate Vice President for Career and Technical Education, Assistant Vice President for Career and Technical Education, Administrators, and other state offices as needed.
- Serve as staff personnel for District Workforce Development Council
- Recruit, supervise, and evaluate training instructors
- Maintain all project records and student records concerning training classes
- Attend conferences, workshops, meetings, and other staff development programs
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Salary:

Salary will be commensurate with education background and work experience.

Application Due: May 28, 2018

Qualifications:

- Required: Bachelor's Degree from an accredited four year college or university
- Minimum of four (4) year's work experience in a business-related field, with preference to energy, forestry, and/or safety field

Evaluation Criteria:

1. Cover Letter, Resume and SMCC application
<http://www.smcc.edu/files/employment/staff/pdf/staffapp.pdf>
2. Contact information for three references
3. Transcripts (only if applicant is selected by the screening committee for an interview)
4. Personal interview (only if applicant is selected by the screening committee for an interview)

Contact: Becky Newman, Human Resources Director, Southwest Mississippi Community College, 1156 College Drive, Summit, MS 39666 Phone: 601-276-3841 E-mail: bnewman@smcc.edu

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Dr. Brent Gregory, Vice President for Student Affairs and Title IX Coordinator, 601-276-3732; SMCC, 1156 College Drive, Summit, MS 39666.