



**WORKFORCE DEVELOPMENT TRAINING INSTRUCTORS**  
**(PART-TIME)**

**COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA)** accepts applicants on a continuous basis for part-time instructors in the areas of technical, professional and soft skills training. The Community College Workforce Alliance 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 served 800 businesses and over 22, 000 participants last year through customized contract training and open enrollment offerings. The organization's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

**QUALIFICATIONS  
REQUIRED:**

Considerable knowledge of adult training methods, curriculum design and development, and needs assessment and evaluation methodology.  
 Demonstrated ability to provide classroom instruction, develop and prepare instructional plans, models and training aids. If applicable, appropriate education or professional certifications for subject area. The selected candidate must be able to successfully pass the college's pre-employment security screening.

**QUALIFICATIONS  
PREFERRED:**

Bachelor's degree from an accredited institution. Current and progressive work experience in the following areas: Human Resources, Curriculum Development, Project Management, ESL, OSHA Safety, Grammar, Proofreading, Manufacturing, Process Control, Technical Writing, Information Technology, Healthcare related professions or other industry areas requiring training.

**SALARY:**

Salary commensurate with the education and experience of the applicant. Adjunct instructors are paid on a per contract basis.

For further information please contact the Community College Workforce Alliance at (804) 523-2292 or email [trainer@ccwa.vccs.edu](mailto:trainer@ccwa.vccs.edu).

Please send a completed Commonwealth of Virginia employment application, curriculum vitae/resume, unofficial academic transcripts (official transcripts are required prior to employment), and three current letters of recommendation to:

Community College Workforce Alliance  
 Adjunct Faculty Recruitment  
 P.O. Box 73570  
 Richmond, VA 23235

Women and minorities are encouraged to apply.  
 "Reasonable accommodations" are provided for applicants with disabilities.  
 AA/EOE/ADA