



COORDINATOR, WORKFORCE DEVELOPMENT
(POSITION # FA125)

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 600 businesses and over 14, 000 participants annually through customized contract training and open enrollment offerings.

CCWA is currently seeking applicants to fill the position of Coordinator, Workforce Development. The organization's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

TYPE OF APPOINTMENT	Full-time twelve-month professional faculty-ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$57,545 - \$100,850. Approximate maximum hiring salary: \$57,545.
QUALIFICATIONS REQUIRED	Bachelor's degree from an accredited institution in human resources management, organizational development, business, technology, educational leadership, marketing, or related field. Considerable knowledge of adult training methods, curriculum design and development, and needs assessment and evaluation methodology. Working knowledge of workforce development issues and general business/industry practices. Working knowledge of marketing and sales practices and principles. Demonstrated ability to develop and deliver customized training and targeted industry training solutions for various employee groups. Demonstrated ability to organize and analyze employee and labor force data, negotiate contractual agreements, and coordinate training staff and logistics. Demonstrated ability to develop effective work teams; to supervise and direct work activities; and to manage and develop the professional needs of full- and part-time staff. Demonstrated ability to conduct professional presentations. Demonstrated ability to communicate effectively, orally and in writing, with a diverse population of training participants, faculty, staff, and business and community partners. The selected candidate must be able to successfully pass the college's pre-employment security screening.
QUALIFICATIONS PREFERRED	Extensive experience in developing corporate workforce solutions, and generating new contract business. Experience in networking, relationship building and prospecting for potential sales. Experience in building demand-driven corporate-community partnerships. Administrative or management experience in a community college environment is also preferred.
POSITION RESPONSIBILITIES	CCWA's primary mission is to provide quality workforce training services to the greater Richmond area. This service takes two distinct forms: open enrollment and contract training. The incumbent in the position will market, consult, develop, organize, and supervise the delivery of contract training programs that meet the needs of area businesses.
APPLICATION PROCESS	Review of applications will begin MARCH 12, 2009 . Applications will be accepted until the position is filled.

In order to better serve our customers, J. Sargeant Reynolds Community College will **only** accept online applications for all state employment opportunities. JSRCC will no longer accept hand-delivered applications or applications submitted by mail, e-mail, or fax. Computers are available at the Department of Human Resource Management's Career Center, public libraries, the Virginia Employment Commission, or the College's Human Resources Office. To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>. Cover letters, curriculum vitae, and unofficial transcripts must be attached electronically to the online application. Three current letters of recommendation relevant to this position and official transcripts must be received in the Office of Human Resources prior to the interview or presented to the Chairperson of the interview committee at the interview. **Only letters of recommendation and official transcripts are to be mailed to:** JSRCC, Office of Human Resources, P.O. Box 85622, Richmond, VA 23285-5622.

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