



# Job Description

## Coordinator of Workforce Training

JD: 2206  
Pay Grade: G09

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Employment Status: Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum three (3) years' related work experience in workforce development or career training/education, or a related industry experience.

**Minimum Education Requirements:** Associate's degree in a related field or 5 years progressive trades/project management experience. Bachelor's Degree in a related field or 10 years of progressive trades/project management experience is preferred.

**Direct Supervisor:** Assistant Director of Workforce Development.

**Supervisory Responsibility:** Direct (0); Indirect (0) Adjunct Instructors

**Primary Work Location:** Office Setting

**Certification:**

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**Job Summary:** This position is responsible for working collaboratively with employers to anticipate, and respond to, the workforce training needs of business and industry at the local and regional level.

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### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Assist the Assistant Director of Workforce Development in building, implementing, evaluating and assessing courses and programs to support a prepared workforce. This may include courses, programs and other specialized training (i.e. related instruction for apprenticeships).
- Develop an annual schedule of offerings, as well as facilitate the logistics for their successful implementation.
- Use labor market data, as well as frequent interaction with local and regional employers, to identify workforce development needs.
- Research trends and opportunities in career & technical education and make course/program proposals to the Dean.
- Assist in the development and monitoring of yearly budgets, goals, and related metrics.
- Coordinate comprehensive marketing efforts for all courses and programs.
- Recruit students, on a regional basis, for upcoming courses and perform assessments as required.
- Interview adjunct faculty applicants and make hiring recommendations to the Dean. Serves as the supervisor for adjunct faculty, including evaluation.
- Evaluate the effectiveness of adjunct faculty and provide professional development opportunities.
- Assure that supplies, materials, equipment, texts, and supportive services for courses and programs are procured.
- Maintain records and collect all information required for reporting purposes.
- Conduct formal review and assessment of courses and programs.
- Work collaboratively with support staff to ensure operational objectives are being met, including planning sheets for all courses, and CC-10's for courses eligible for state funding. Maintain course/program documentation, including syllabi and other relevant historical information.



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- Serve on committees related to workforce development as requested by the Dean of Continuing Education and Workforce Development.
- Attend affinity group meetings, as well as local, regional and statewide meetings which support current legislative priorities (i.e. WIOA)
- Develop and facilitate student orientation and the enrollment process.
- Responsible for student engagement- ensure students are meeting attendance and academic requirements.
- Coordinate special events with partners and local social service organizations to provide community service while promoting offerings.
- Serve on local and regional committees and boards to represent CEWD and Garrett College.
- Attend statewide advisory groups as identified by the Dean of CEWD.
- Conduct joint visits with the Business solutions staff to determine local and regional training needs.
- Identify grant opportunities and assist in drafting proposals, grant management, and monitoring activities.
- Serves on the CEWD Events Management Team
- Performs other related duties as assigned.

### Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### Knowledge

- Principles and techniques of education for nontraditional learners.
- Strong understanding of ERP capabilities and ability to meet compliance requirements.
- Principles and best practices for program development and program management.
- Computer software used within department to include but not limited to Microsoft office and databases.

#### Skills

- Strong written and oral communications and interpersonal skills.
- Strong organizational skills with attention to detail.
- Excellent supervisory skills.
- Operating a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, and copier.
- Establishing and maintaining effective working relationships with students, staff, and the community.

#### Abilities

- Represent the College effectively in the community.
- Operate with a high-degree of autonomy and self-motivation.
- Meet deadlines while multi-tasking.
- Communicating effectively in a wide range of situations with professionalism, discretion, and tact.
- Mentally analyze a situation, solve problems, and make decisions under pressure in area of responsibility.
- Read and understand complex written instruction and communicate information and ideas in clear and concise written form.



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\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

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### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date