

Kellogg Community College – <https://jobs.kellogg.edu/postings/180>

Position Number: 1291

Position Title: Program Coordinator—TAACCCT

Classification: Professional 1 –Administration

Department: Workforce Solutions

Division: Instruction

Hire Date: January 12, 2015

External Posting Date: November 7, 2014

External Closing Date: November 26, 2014

### Position Summary

This is a full-time grant-funded administrative position to provide the coordination and management of activities related to the College's Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant funded workforce training program. The successful candidate will have a collaborative spirit, a willingness to adapt to the needs of the program and of the department, an aptitude for problem solving and innovation, and an exemplary style of both verbal and written forms of communication. A capacity for organization, prioritization, follow-through and accountability will be important to meet job related requirements.

### Work Schedule

Monday through Friday 8:00 a.m. - 5:00 p.m. Evening and weekend hours may be required for job related meetings and events.

### RESPONSIBILITIES include but are not limited to

1. Engage with stakeholders to ensure TAACCCT training courses align with industry needs.
2. In collaboration with others, plan and prepare training schedules for cohort-based TAACCCT training programs.
3. Identify and secure qualified instructors to develop and deliver training as needed.
4. Develop and deliver training as needed.
5. Provide support to, and oversight of instructors to ensure training objectives are achieved and accurate documentation is maintained.
6. Plan, coordinate and secure the necessary classrooms, labs, equipment, materials and supplies for training courses.
7. Coordinate activities to align curriculum both intra and intercollegiately as required in Priority 2 of the TAACCCT grant.
8. Collect data and prepare reports as required by the TAACCCT grant.
9. Promote TAACCCT training program to area businesses and organizations.

### Physical Demands

The job responsibilities are performed in an office setting and presentation and/or classroom venues. Travel by car is required. The job has intermittent periods during which continuous physical exertion is required, such as walking, standing, sitting, stooping, bending, climbing, lifting material or equipment, some of which may be heavy or awkward (8 - 45 pounds). The job requires regular use of one or more physical senses of medium intensity and long duration. Must meet reasonable deadlines, standards for accuracy, and, may be involved in some mildly unpleasant situations.

### Minimum Qualifications

1. Bachelor's degree from an accredited college or university.
2. Ability to work with MS Word, Excel, and PowerPoint or similar level applications at an intermediate level.
3. Evidence of Minimum of two (2) years' related experience

### Preferred but not required

1. Master's degree from an accredited college or university.
2. Experience working within grant funded activities and/or programs
3. Experience collaborating with employers and community colleges to plan, execute, assess, and report grant-funded workforce training.

### Proposed Salary

\$42,000 annual salary with benefit package. Salary may vary based on benefit package selected by individual. This position is supported by grant funding and is subject to potential fluctuation in funding.

### Special Instructions to Applicants

To be considered, all required materials must be submitted no later than Wednesday, November 26, 2014 at 12:00 p.m. EST, and it is the responsibility of the applicant to ensure all required materials are submitted by the closing date and time. Only online applications will be accepted - any paper applications will be rejected and returned to the applicant.

If you have questions regarding our online application process, please call 269 565-2074 or e-mail [hr@kellogg.edu](mailto:hr@kellogg.edu).

This workforce solution was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The U.S. Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

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