POSITION: Program Coordinator for Business & Professional Training (Vocational Teacher) - Corporate and Continuing Education Division

STARTING SALARY: Starting salary will be commensurate with experience (UB04/0003/Band00) Position # 108965

MINIMUM TRAINING AND EXPERIENCE: A bachelor’s degree in business, marketing or related field and a minimum of three years of responsible, training-related experience or an associate’s degree and a minimum of five years of responsible, training-related experience. The equivalent combination of education and experience may be considered. Experience in continuing education highly preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of instructional methodologies. Experience in developing and teaching educational programs. Excellent communications, organizational and teamwork skills. Human relations skills to develop positive relationships with students, faculty/staff, business and industry. Possess entrepreneurial initiative and practice critical thinking. Ability to manage multiple budgets and resources. Ability to work a flexible schedule to include evenings and weekends as required. Ability to travel the tri-county service area.

SPECIFIC DUTIES

1. Prepares courses according to client objectives and/or occupational requirements. Selects textbooks and resource materials. Maintains appropriate records, including course syllabi, faculty performance reports. Seek opportunities for new programming.

2. Manages the resources for assigned CCE program areas and submits all reports in an accurate and timely manner. Directs and mentors assigned faculty. Provides assistance to Program Manager for budget development and management.

3. Coordinates and promotes educational services that strengthen workforce development in the community. Collaborates with community organizations, secondary schools, and professional associations to promote the College. Serves on advisory committees as requested. Maintain a cooperative working relationship with College personnel.

4. Provides appropriate academic and career guidance to students.

5. Provides quality instruction and/or support/training to CCE instructors; maintain effective classroom environment to ensure student performance; provides timely feedback to students on progress.

6. Establishes a professional development plan and participates in activities for self-improvement in keeping with the Division and College mission. Participates in appropriate activities that introduce new ideas or practices. May be assigned to develop and coordinate varied programming within the Division. Performs other duties as assigned.
To apply, please complete an on-line employment application at http://www.yorktech.edu/Human-Resources/Employment-Opportunities/ or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until October 18, 2015.

YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE EMPLOYER.