

TOMPKINS CORTLAND COMMUNITY COLLEGE

POSITION TITLE

Workforce Development
Coordinator

GRADE

2

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ORGANIZATIONAL UNIT

Workforce Development

REPORTS TO

Director Of Continuing Education
& Workforce Development

APPROVED BY

Board of Trustees
January 19, 2023

SUMMARY

This position coordinates and support professional and career workforce preparation (microcredentials, career training, etc.) programs and courses. Manage and support the needs of business and industry partners. Provide support to students, facilitators, community partners and other college departments for the implementation, management and coordination of curriculum, programs, administrative projects and related activities. Coordinate marketing and resources for programs and courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develops, implements, and directs contract education programs with emphasis on collaboration and workforce preparation.
2. Coordinates the development and implementation of education and training programs designed to serve the needs of business and industry, including planning, implementation and reporting and evaluation functions.
3. Represents the College and conducts outreach within the community and the region by attending meetings and networking activities as well as serving on consortia and boards with missions reflective of the workforce investment and workforce development interests of the college.
4. Provides the information for scheduled offerings in the workforce preparation, microcredentials, career development programming, business and industry training, and community partners necessary for the preparation and printing of marketing and resources.
5. Provides web page information to ensure the accuracy and currency of web page information related to the Workforce Development area of responsibility.
6. Works with both Credit and Non-Credit students to assist and facilitate admission and provide connections to wraparound support services, both on and off campus.

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SUPERVISION

Types Supervised (check each category):

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students, etc.

Indicate number of direct reports in each category:

- # of Classified Staff
- # of Administrative
- # of Faculty
- # of Adj. faculty, students, etc.

Indicate number of indirect reports in each Category:

- Classified Staff
- Administrative
- Faculty
- Adjunct faculty, students, etc.

MINIMUM QUALIFICATIONS

A Bachelor's degree and 2 years of experience in related field (higher education, K-12, government or non-profit, peer coaching, internship in a related field, etc.) is required; Ability to work evening and weekends as needed for program support; must have reliable transportation for site visits, etc.; familiarity with Microsoft Office suite, video-conferencing programs, and cloud based file sharing

DESIRED QUALIFICATIONS

Demonstrated experience in maintaining community and/or business partnerships, experience with career development, marketing, working with diverse populations and/or non-traditional students