

Job Title	CONTINUING EDUCATION AND WORKFORCE TRAINING SPECIALIST
Department	ECONOMIC DEVELOPMENT
Reports To	DIRECTOR, CONTINUING EDUCATION AND WORKFORCE TRAINING

EMPLOYMENT TERMS:

Full Time- Salaried

QUALIFICATIONS:

Education	A Bachelor's degree from a regionally accredited college or university in Business or related field.
Experience	A minimum of three years of full-time work experience in an education or training environment. Must demonstrate excellent verbal and written communication skills. Outlook, MS Word, and MS Excel.
Desirable Skills	Excellent human relations and organizational skills. Experience with Banner and EventBrite software.

PRIMARY DUTIES:

Assists in coordinating the execution of continuing education (CE) and industry training programs as directed by the Director and Vice President. Develops, implements, and oversees the maintenance of training documentation and related records. Assists with the development of procedures and recommends changes to effectively meet divisional goals. Conducts regular evaluation of training provided and makes recommendations to supervisor. Maintains excellent working relationships with and serves as a liaison to internal and external customers. Schedules instructors and coordinates training times and logistics with all campuses and training sites. Collaborates with college bookstore to order books for training projects and CE students. Prepares required administrative documents such as letters of appointments, payroll reports, budget reports, and monthly training statistics. Ensures that training and grant documents are complete and accurate. Determines the need for and orders materials, equipment and supplies. Assists in operation of programs to include creating classes, registration activities, and overseeing cancellation and adjustments to CE classes and industry training. Promotes customer service and flow of information to appropriate parties. Utilizes software such as Banner, EventBrite, Outlook, MS Word, and MS Excel on daily basis. Assists in supervision of work-study, practicum, and clerical assistants. Coordinates with outside educational agencies and business office regarding facilities utilization and support required. Performs other duties as assigned by the Director of Continuing Education and Workforce Training and Vice President of Economic Development.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Commensurate with education and work experience.