



Position Title:	Training Coordinator		
Reports To:	Department Chair		
Department:	Biosciences Job Growth Initiative	Job Code:	0710
Prepared By/Date:	Carlos Needham/08-22-2007	Job Group:	PENC
Approved By/Date:	Merrill Irving Jr./08-22-2007	Salary Grade:	13
Revised:	Jennifer C. Brito/05-07-2009	FLSA Status:	Exempt

Summary:

Responsible for monitoring the outreach and recruitment of industry partners, employment, placement, retention and the overall establishment of training programs with Bioscience companies.

Essential Duties and Responsibilities:

- Performs training and education needs analysis with industry partners and prospects.
- Recruits and places program participants with industry partners.
- Assists with direct referrals for interested incumbent workers with enrollment into the MDC credit and non-credit programs.
- Assists with the development of Bioscience industry specific curricula training.
- Tracks the enrollment of completed training and their progress.
- Serves on campus and college wide committees.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge and commitment to the college mission.
- Knowledge of current technical developments/trends in area of expertise.
- Excellent organizational and communications skills (both oral and written).
- Knowledge of PC applications and solid computational skill.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to understand the terminology in the biotechnology field.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to work with user communities of diverse backgrounds and skill levels.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree (BA or BS) from an accredited college/university in a related field of study such as Business, Public Administration, or Human resources and four (4) years of experience in related field.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name