

TITLE: Business and Industry Training Coordinator

DEPARTMENT/DIVISION: Public Relations

REPORTS TO: Director of Community Relations

CLASSIFICATION: Full-Time (12 month), Non-Tenure-Track Professional Staff

SALARY RANGE: \$40,000 - \$45,000

POSITION SUMMARY

The Business and Industry Training Coordinator position is a full-time, non-tenure-track position. As the Coordinator of Business and Industry Training, the position manages community, business, and education services including, but not limited to, the following: business and industry training and continuing education, SSC Kids College, and a variety of short-term and long-term credit and non-credit courses. The Business and Industry Training Coordinator will coordinate efforts related to micro-credentialing and badges. The appointment requires at least a 35-hour work week. The position reports to the Director of Community Relations.

SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns, and uses operating practice of Seminole State College.
- All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
- All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Handle confidential information with tact and discretion.
- Follow Seminole State College Board Policy, SSC Procedures Manual, Faculty Handbook, Student Handbook, and divisional policies and procedures.
- Administer the planning, organization, implementation, and assessment of community educational outreach efforts.
- Develop and execute a variety of services and activities designed to inform residents in the service area of educational opportunities.
- Develop press releases, brochures, social media advertising and other marketing material.
- Represent the college through participation in campus, community, and professional activities.
- Organize outreach events, including marketing and planning, to provide opportunities to community members in our service area and online.
- Maintain a calendar of outreach events including community events, workshops, and classes.
- Collect and analyze data on local demographics, develop results, and present the conclusions to stakeholders.
- Set growth targets, collect and analyze data related to the targets, and report outcomes to the Director of Community Relations. Manage public relations including attending events, developing strategic relationships, and directing informational presentations to a variety of community groups.
- Create activities to supplement and support degree programs at SSC.

- Develop a list of faculty and staff interested in participating in outreach activities. Create a system for matching their interests, skills, and availability with the demands for outreach services.
- Manage the Coursera account and serve as a liaison between area businesses and students. This includes management of institutional scholarship seats and license seats.
- Create, maintain and update database of micro-credential and digital badge programs.
- Maintain website updates on micro-credentials and badging.
- Coordinate outreach efforts with institutional, community, and corporate partners and participants to ensure communication, community engagement, and assistance in developing marketing strategies for initiatives in alignment with workforce needs.
- Perform administrative duties including mailings, organizing travel, and monitoring the program budget.
- Participate regularly in professional development activities.
- Other duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Respond to all emails and voicemails in a timely manner.
- Continue to develop skills and knowledge base through professional development.
- Meet schedules and timelines.
- Work independently with little direction.
- Actively participate in community activities, organizations, or services within the five-county service area.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Bachelor's Degree is required. Master's preferred.
- Staff should be knowledgeable in the use of Microsoft Office (proficient with PowerPoint and Word) and have a working knowledge of instructional technology (i.e. SmartBoard and LMS).

Applications will be accepted until the position is filled; however, only candidates whose applications are received by **July 15, 2024** are assured of receiving full consideration. Salary is commensurate with education and experience. Benefits provided by the college include Oklahoma Teachers' Retirement, group health and dental insurance, long term disability, and life insurance equivalent to two times the annual contract salary. A tax-sheltered annuity wherein the college contributes 3.5% of any employee's annual salary is available after one year of employment. Employment is subject to successful completion of a background check. The filling of this position is contingent on the budget.

Application review will begin immediately. To apply, please send letter of application, resumé, copies of all academic transcripts, and three current letters of recommendation to:

Seminole State College
ATTN: Human Resources
P.O. Box 351
Seminole, OK 74818

and/or

Email: hr@sscok.edu

*SSC is an AA/EEO employer committed to multicultural diversity.
 SSC participates in E-verify.*

Posted June 27, 2024