



CLEVELAND STATE
Community College

CLEVELAND STATE COMMUNITY COLLEGE

SUPPORT STAFF

**TITLE: Associate of Applied Science – Technical Training Specialist – Perkins IV Grant -
Temporary Part-Time Contract Employee – No Benefits**

REPORTING SUPERVISOR:

- Director of Off-Campus Centers
- Vice-President: Academic Affairs
- President

JOB RESPONSIBILITIES:

The Technical Training Specialist under the general direction of the college's Director of Off-Campus Centers will plan, coordinate, schedule, and work with technology faculty in the development of technical and/or industrial training classes in support of programs and services in the Career Technical Education and A.A.S. degree programs. Work will primarily be performed at the Monroe County Center or at other sites in the college's service area. Flexible hours may be required including evening hours. This position is funded through the Carl D. Perkins Career and Technical Education Act of 2006.

ESSENTIAL JOB FUNCTIONS:

- Collaborate with industry, secondary and post-secondary partners, and with college personnel in designing, developing, and promoting technical and industrial programs and services to meet employer needs in Career Technical Education programs.
- Develop, conduct, and evaluate technical/industrial training including course objectives, materials, curriculum, and assessments.
- Promote, support, and participate in student recruitment and retention efforts.
- Establish and maintain effective working relationships with faculty, staff, students, and representatives of business, industry, government, and secondary education in need of training; maintain regular contact to monitor satisfaction & future needs.
- Coordinate logistics for workshop space and equipment.
- Communicate with industry experts to identify upcoming trends in training and development needs in the area.
- Communicate with technology faculty and college administration to inform of industry needs and update/align curriculum.
- Prepare clear and concise written communications and make oral presentations.
- Research technical sources of information to respond to questions and solve problems.
- Prioritize requests, organize, schedule, and coordinate a variety of activities and projects.
- Work independently and as a team member.

JOB STANDARDS

- Requires an Associate's degree from a regionally accredited college, Bachelor's degree preferred.
- Demonstrate ability to work well with a diverse student population
- Training or classroom instruction experience
- Familiarity with mechanical and electrical concepts, theories, practices, and industrial applications preferred.

CRITICAL/SKILLS/EXPERISE/EXPERIENCE:

- Ability to work independently, prioritize, problem solve, and exercise good judgment with minimal supervision.
- Must be able to develop or modify programs to meet industry needs.
- Strong project management skills
- Proficient in Office productivity software such as Microsoft Word, Excel, PowerPoint, Outlook.
- Skilled coordinating a variety of projects simultaneously.
- Excellent verbal and written communication skills.
- Exceptional organizational and time management skills.

EQUIPMENT:

- Work activities routinely involve work with personal computers and peripheral devices.
- Photocopy and facsimile machines are frequently used.
- Must be a licensed driver and able to operate a vehicle.

NON-ESSENTIAL FUNCTIONS:

- The incumbent may on occasion need to represent the College at internal meetings.
- The appointee will be required to meet those standards now required or which in the future may be required by the Tennessee State Board of Regents and the Southern Association of Colleges and Schools.
- The supervisor may assign other reasonable tasks as necessary to ensure compliance with the Carl D. Perkins Career and Technical Education Act of 2006.
- The appointee may be required to achieve additional skill, knowledge, or credential levels.

This position is dependent upon the availability of federal funds.