



## **Training Support Specialist Allied Technologies**

**Position:** Position is a 12-month, full-time appointment.

**Description:** The Training Support Specialist reports to the Vice President for Workforce Development or designated representative. Primary responsibility is the ongoing development, scheduling, implementation, and evaluation of workforce training in the Arkansas Northeastern College service area.

**Qualifications:**

- ▶ Minimum of a Bachelor's degree is required; Master's degree preferred
- ▶ Minimum of two years of experience working with area employer training needs
- ▶ Must be highly motivated and able to work with minimal direct supervision
- ▶ Must have excellent computer skills with a strong background in Word, PowerPoint, and Excel
- ▶ Must have excellent interpersonal and organizational skills and the ability to communicate effectively orally, in writing, and in public presentation settings
- ▶ Must be available to work non-traditional hours to include some nights, early mornings, and weekends
- ▶ Must have knowledge of various industrial processes and management philosophies with an understanding of various training needs
- ▶ Must be able to work cooperatively with multiple levels of business and industry representatives
- ▶ Must have the ability to formulate and write instructional plans
- ▶ Must represent the College in a professional manner at all times

**Specific Duties and Responsibilities** may include some of the following:

- ▶ Coordinates Business and Industry visits with faculty/staff and other resources
- ▶ Maintain instructor's hours report and prepare incentive contracts
- ▶ Provides administrative oversight to the electrical apprentice program
- ▶ Coordinates the "advisory" meetings for gathering updates on training needs
- ▶ Participates in college activities and committee assignments
- ▶ Performs administrative duties to include but not limited to: preparing Job Sheets, submitting status reports, verifying instructor's hours and work load
- ▶ Prepares all training certificates and maintains training records
- ▶ Assists staff with identifying issues with classrooms and equipment and coordinates appropriate work orders
- ▶ Responsible for classroom scheduling and all duties associated with room rentals
- ▶ Collects and maintains W.O.R.K. program data and works closely with the W.O.R.K. and Placement Coordinators to facilitate employment for participants
- ▶ Proctor student testing activities (National Career Readiness Certificate, Accuplacer, and other assessment tools)
- ▶ Submits purchase orders for the Allied Technologies Division and monitors purchasing process
- ▶ Maintains inventory lists and location of equipment for the Allied Technologies Division
- ▶ Enter data into the workforce training file
- ▶ Order and monitor usage of training materials and supplies

- ▶ Assist students in navigating enrollment process
- ▶ Prepare adjunct/overload and part-time extra help contracts

**Salary:** Salary is determined by education and experience as defined on the Salary Placement Schedule. A generous fringe benefits package is included.

**Application Deadline:** Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

**Application Procedures:** To apply, send completed ANC application, letter of interest, resume, references, and transcripts for all postsecondary work and certification credentials to:

**Office of Human Resources  
Arkansas Northeastern College  
P. O. Box 1109  
Blytheville, AR 72316-1109**

or email to [anc-hr@smail.anc.edu](mailto:anc-hr@smail.anc.edu). For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement:** May 9, 2018

*ANC is an affirmative action, equal opportunity employer.*