

**TEXAS STATE TECHNICAL COLLEGE
JOB DESCRIPTION**

Title: Coordinator of Industrial Training
Reports To: Associate Vice President
Position Code: CITR
Department: Economic & Workforce Development
EEO Type: PR

Effective Date: 04-12-93
Revision Date: 01-30-04
Pay Grade: F
Exempt: X
Nonexempt:
ORP Elig: Y

A. General Description:

Coordinates activities for specialized functions of providing training for industrial and other clients. Assesses needs for industrial and other contracted training and designs training plans to meet specific requirements. Responsible for recruitment and staffing of personnel to ensure training objectives and positive outcomes of assigned projects. Provides highly technical and specialized consultation on phases or programs with the instructional staff as necessary. Supervision depends upon specific assignment within the organizational structure.

B. Duties and Responsibilities:

a. Essential Functions

Contacts industrial and other clients and determines training needs.

Designs customized curricula to meet client training needs.

Identifies resources needed to implement training programs.

Supervises and coordinates industrial and apprenticeship training programs.

Submits student and course paperwork and documentation.

Evaluates training program outcomes.

Works cooperatively with instructional division programs to ensure delivery of industrial training in accordance with specified requirements.

Conducts selected industrial training classes as required.

Serves as a resource person to industry in the execution of training programs.

Assist EW&D staff in preparing reports and proposals for assigned training programs.

May be assigned supervisory responsibility for classes or funded programs within the EW&D or CE Division.

b. Other Responsibilities

Performs related duties as assigned.

C. Working Conditions:

Desk work; trips to industry; occasional field trips e.g. for College or program activities. Minimal Hazard/Exposure: Standard office setting. At least minimal environmental controls to assure health and comfort.

D. Required Qualifications:

Thorough knowledge of techniques and methods of planning, organizing and implementing various industrial training programs, and of accepted business practices and procedures involved in providing required services.

A high degree of competence in technical skills combined with interpersonal skills are required to communicate with upper level management in a variety of industrial settings. Ability to communicate, both orally and written, in a clear and concise manner; to comprehend the ideas of others and translate them into effective written communications.

E. Minimum Requirements of Education and Experience:

Bachelor's degree from an accredited college or university with major courses in business or engineering preferred, or documented manufacturing apprenticeship training and experience.

Minimum of two years experience as an industrial manager, consultant or industrial trainer and two years teaching experience at a post-secondary level. Experience in designing customized training curricula and identifying training resources. Ability to supervise, coordinate and evaluate industrial training programs. Must possess excellent communication skills. Should have extensive and progressive experience in a highly responsible administrative or supervisory capacity.

Approved _____
Supervisor