



## POSITION VACANCY

January 21, 2016

Name of Position:	Director of Training and Development for Soft Skills
Applications accepted through:	February 19, 2016
Effective date of employment:	March 1, 2016
Length of employment:	Full-time, 12 Months
Salary range:	Commensurate with experience

### Position Requirements:

A Master's degree in Business or a related field is preferred with at least three years of teaching/training experience. The successful individual must be a self-starter and able to adapt to diverse situations and populations. The candidate must possess strong written and interpersonal skills, organizational skills, and the ability to manage time, prioritize work and handle multiple tasks simultaneously. The individual must possess a strong work ethic and the ability to work as a team member with minimal supervision. The candidate must have excellent customer service skills in working with agencies, public schools, employers, employed and unemployed workers, and individuals across the institution including staff, faculty and students. The candidate must be able to leverage technology in the delivery of instruction. Experience teaching adult learners is required.

### Position Duties:

Primary responsibilities include directing curriculum development/course design and implementation of WORKS soft skills/employability skills; developing and maintaining positive relationships with key business, campus and community partners; identifying current and upcoming training needs of the community college, public schools and businesses with regards to soft skills; providing training and instruction for community college faculty, students and graduates, as well as public schools, employers and community, customizing modules to meet specific employability needs. Responsibilities also include creating, planning, scheduling and managing classes, activities, events and processes in support of all WORKS and Soft Skills programs and initiatives. Training/teaching course load may include 1 or 2 30-hour classes per month in addition to shorter term training events. This position requires day and evening hours as required to administer programming and may include grant oversight and reporting.

If selected for employment, the applicant must be willing to submit to a criminal background check and drug screening.

***INSTITUTION:** Wayne Community College is a member of the North Carolina Community College system. Located in Goldsboro, the college serves Wayne and adjoining counties. Wayne Community College is an affirmative action/equal opportunity employer. A Tobacco Free Campus as of August 1, 2009.*

### **APPLICATIONS:**

*Submit an original Wayne Community College employment application and all support materials, including copies of transcripts of all post secondary studies to Human Resources, Wayne Community College, P. O. Box 8002, Goldsboro, NC 27533-8002. Applications may be downloaded at [www.waynecc.edu](http://www.waynecc.edu). Applications will be screened and the most qualified applicants interviewed. All applicants will be notified when the position selection has been made.*