



POSITION ANNOUNCEMENT

Site Coordinator – Van Wert

Applications are being accepted for the position of Site Coordinator – Van Wert. The site coordinator is responsible for Northwest State activities located in Van Wert and Paulding counties. Responsibilities include planning, organizing, and directing academic and training programs in Van Wert and Paulding counties to meet minimum levels of enrollment as established by EVP.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree preferably in business, education or a public administrative discipline required, Master's Degree preferred.
- Preferred experience in the business operations of a higher education institution or other state agency.
- Preferred experience working with public workforce or economic development agencies.
- Preferred experience working with Van Wert or Paulding County Education Support Centers.
- Preferred experience working with business & industry personnel in Van Wert and Paulding counties.
- Preferred supervisory experience.

Necessary Knowledge, Skills, and Abilities:

- Excellent customer service.
- Ability to work effectively in a team environment.
- Excellent verbal & written communication skills.
- Proficiency in the Microsoft Office Suite and Google Apps programs.

A complete job description is attached.

Interested candidates should submit an application, cover letter, and updated resume in Word or PDF format, to careers@northweststate.edu using subject line "Site Coordinator – Van Wert."

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on "Careers at NSCC."

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V

Northwest State Community College is an Equal Opportunity Employer and educator that does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age, disability or military status in employment or the provision of services. In accordance with the Americans with Disabilities Act, it is the policy of Northwest State Community College to provide reasonable accommodations to persons with disabilities. When contacted for an interview, an applicant who requires special accommodations due to a disability should notify the Human Resources office at the time he/she is contacted so that proper arrangements can be made for the interview.

Posted: 3/27/2019



POSITION TITLE: Site Coordinator – Van Wert
DEPARTMENT: Custom Training Solutions
SUPERVISOR: Executive Vice President (EVP)
GRADE LEVEL: IV; Exempt

GENERAL PURPOSE

The site coordinator is responsible for Northwest State activities located in Van Wert and Paulding counties. Responsibilities include planning, organizing, and directing academic and training programs in Van Wert and Paulding counties to meet minimum levels of enrollment as established by EVP.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Facilitate cooperative relationships with community agencies to:
 - a. Identify facility(s) to house NSCC educational programs.
 - b. Identify sustainable educational programs to offer in Van Wert and Paulding counties.
 - c. Establish mutually beneficial partnerships
2. With supervisor, develop and execute marketing and recruitment strategies for the programs offered in the service area.
3. With appropriate Dean, ensures academic quality and rigor of programs offered in the service area.
4. Identify and recruit full & part-time faculty for programs offered in the service area.
5. Assist in academic and student service activities such as admissions, advising, financial aid, registration, and career services.
6. Conduct needs assessments/diagnostic sales calls with prospective clients for the purpose of developing proposals for customized training.
7. Create training proposals and plans in consultation with qualified instructor, trainer or subject matter expert.
8. Facilitates cooperative relationships with other academic divisions within the College.
9. Serve as a community resource and liaison for Northwest State Community College.
10. Other duties as assigned.

QUALIFICATIONS

Education and Experience:

- Bachelor's degree preferably in business, education or a public administrative discipline required, Master's Degree preferred.
- Preferred experience in the business operations of a higher education institution or other state agency.
- Preferred experience working with public workforce or economic development agencies.
- Preferred experience working with Van Wert or Paulding County Education Support Centers.

- Preferred experience working with business & industry personnel in Van Wert and Paulding counties.
- Preferred supervisory experience.

Necessary Knowledge, Skills, and Abilities:

- Excellent customer service.
- Ability to work effectively in a team environment.
- Excellent verbal & written communication skills.
- Proficiency in the Microsoft Office Suite and Google Apps programs.

SUPERVISION EXERCISED

Supervisory duties for assigned part time instructors and support personnel.

RESPONSIBILITY FOR PUBLIC CONTACT

Position will interact, and do presentations for business & industry personnel, NSCC and other college personnel, and the general public.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.