



POSITION TITLE: Workforce Development Specialist

JOB TYPE: Full-time

LOCATION: McKean, Cameron, Potter and Elk Counties, Pennsylvania
Office can be located at site closest to applicant's residence. For more information on sites, see the NPRC website: regionalcollegepa.org

DATE POSTED: March 29, 2021

PRIORITY DEADLINE: April 16, 2021

CLOSE DATE: Open until filled

JOB DESCRIPTION: See pages 2-3

APPLICATION PROCESS:

SUBMIT: Applicants are required to submit a **Letter of Interest and Resume** to:

Northern Pennsylvania Regional College
Attn: Human Resources
300 2nd Avenue, Suite 500
Warren, PA 16365

OR
Email to: employment-hr@rrcnpa.org with *Workforce Development Specialist* in the subject line.

MINIMUM PRE-EMPLOYMENT REQUIREMENTS (other requirements may apply):

PA Child Abuse History Clearance
Pennsylvania Access to Criminal History Record Check
Federal Criminal History Background Check
Valid Driver's License

Applications will be accepted until positions are filled. For additional information, please call the NPRC Administrative Offices at 814-230-9010, Lisa Pecora, Human Resources Coordinator.

NPRC is an Equal Opportunity Employer. NPRC does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need

JOB DESCRIPTION

The incumbent in this job is expected to assist the College in achieving its vision and mission. Student focus, college service, and a willingness to assist as needed are expectations for all employees.

JOB TITLE: Workforce Development Specialist

CLASSIFICATION: ☒EXEMPT (ANNUAL SALARY)

COMPENSATION RANGE: Salary Commensurate with Experience

DEPARTMENT: Workforce Development

DIVISION: Academic and Student Affairs

REPORTS TO: Executive Director – Erie Operations and Workforce Development

SUPERVISES: N/A

MINIMUM REQUIREMENTS:

- Associate degree or the equivalent proven work experience in a related field
- Experience in adult education, workforce development, or corporate training
- Excellent communication skills, to include phone and written communication skills, as well as verbal communication skills, one-on-one, in groups, and for presentations
- Ability to work independently and thrive in a fast-paced environment
- Knowledge of Microsoft Office 365
- Must be available to work flexible hours, including evenings and weekends, according to recruitment needs and site operating requirements. Will require travel for meetings, conferences, or in between assigned locations in the College's service area.

PREFERRED QUALIFICATIONS:

- Bachelor's degree with experience directly related to the essential functions specified
- A proven record in sales at the account manager or district sales manager level
- Familiarity with a customer relationship management platform

POSITION SUMMARY:

Under the direct supervision of the Executive Director – Erie Operations and Workforce Development, the Workforce Development Specialist contributes to the establishment and development of corporate relationships. The Workforce Development Specialist provides support to existing workforce development activities, assists in the development of non-credit and customized training programs for businesses, and plays a role in the active recruitment of non-traditional students. This position offers the chance to join a team that is dedicated to improving and investing in workforce development programs for our region and to make an immediate impact upon that important mission.

ESSENTIAL FUNCTIONS:

- Meets with corporate clients to determine their workforce development needs and develops programming to address those needs.
- Initiates cold-calls to potential clients to provide awareness and knowledge of services and programs offered.
- Updates customer relationship management system. Enter all communication, meetings, and correspondence with potential and active clients.

- Assists in assessing training programs through surveys, data analysis, and other means of customer feedback to ensure programs are meeting clients' needs.
- Assists with the development of non-credit and customized training programs.
- Works collaboratively with other college departments, faculty, and staff to facilitate conversations and help provide solutions for workforce development needs.
- Assists with the development of non-credit and customized training programs.
- Interacts with internal college staff to coordinate training sites, media services, promotional materials, and classroom set-up.
- Coordinates delivery of training and services on-site at the clients' locations or at college sites.
- Provides occasional advice to individual students and guides them through program selection.
- Remains current on workforce development offerings by other groups across the footprint.
- Serves on committees, college-wide, as requested.

ADDITIONAL ELIGIBILITY REQUIREMENTS:

Valid Driver's License and consistent access to a vehicle.

CLEARANCE REQUIREMENTS:

- PA Child Abuse History Clearance
- Pennsylvania Access To Criminal History Record Check
- Federal Criminal History Background Check
- Training Certificate - Mandated and Permissive Reporting in Pennsylvania

PHYSICAL REQUIREMENTS:

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

- Ability to read, communicate verbal and/or in written form using English language; remember and analyze certain information; and remember and understand certain instructions or guidelines
- Driving, standing, walking, and sitting
- Use of hands to touch, handle, and feel; reach with hands and arms
- Must be able to occasionally lift and/or move up to 25 lbs./12 kg.
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus

WORKING CONDITIONS/WORK SCHEDULE:

- Office Location: To be determined, sites located throughout NPRC's multi-county footprint
- Work hours: 8:30 am to 5:00 pm, Monday thru Thursday*
8:30 am to 4:30 pm Friday*
- Notwithstanding the office hours, all salaried employees are expected to work 40 hours weekly

*Typical daily work hours will be observed; hours may vary to include some evening and weekend work. Individual in this position may be asked to vary their schedule and/or work beyond stated work hours.

TRAVEL REQUIREMENTS:

Frequent travel required. Travel to the administrative offices in Warren, Pennsylvania, is required.

OTHER DUTIES:

Perform other duties as assigned.