



PROGRAM ADMINISTRATION SPECIALIST I, #RO435
(Working Title: Apprenticeship Program Coordinator)

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA serves over 700 businesses and approximately 12,000 participants annually through customized contract training and open enrollment offerings.

CCWA is seeking applicants who share in its commitment to training participants and teamwork. Both colleges and CCWA support a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to CCWA. The physical work location will be on the Parham Road campus of Reynolds Community College in the Workforce Development and Conference Center, located at 1651 East Parham Road. CCWA's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

TYPE OF APPOINTMENT: Restricted full-time classified position with state benefits. Annual continued employment is dependent upon funding availability.

DUTIES: Under the American Apprenticeship Initiative, the Community College Workforce Alliance (CCWA) is responsible for developing Department of Labor (DOL) registered apprenticeships for the information technology and advanced manufacturing industries. The Apprenticeship Program Coordinator will be the principal manager for activities related to initiating and executing new business sponsored apprenticeships within the CCWA service area. Responsibilities also include pursuing new, and developing existing contracts and letters of agreement for the delivery of pre-apprenticeship and apprenticeship training to area employers and job seekers. The position also requires a close working relationship with business and industry and the Virginia Department of Labor and Industry to identify new occupations and training opportunities for which an apprenticeship may be a workforce solution. This position will also liaison with the CCWA Contract Training team to secure and track related funding, maintain required records, and ensure compliance with relevant federal and state policies.

QUALIFICATIONS REQUIRED: Considerable knowledge of training development, program implementation, and apprenticeship programs. Considerable knowledge of workforce development issues in order to develop apprenticeship programs based on employer needs. Demonstrated ability to develop effective working relationships and partnerships with staff members, other agencies and participating employers. Demonstrated ability to develop and interpret workforce assessment instruments. Demonstrated ability to proficiently utilize Microsoft Office software; and to organize and maintain an effective filing system. Demonstrated ability to communicate effectively, orally and in writing, including the ability to speak in public speaking forums. Bachelor's degree in a related field is required; however, an equivalent combination of education and experience may substitute for this requirement. Selected candidate must be able to pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Knowledge of the Virginia Department of Labor and Industry apprenticeship programs in the information technology and advanced manufacturing industry sectors is preferred. Current experience working with apprenticeship programs is also preferred.

PAY BAND RANGE: \$33,598 - \$83,649

STARTING SALARY: Approximate starting salary, \$33,598 - \$45,000, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through January 26, 2018.

APPLICATION PROCESS: To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>.

CONTACT INFORMATION: Emily Duncan, Recruitment Coordinator
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