

FLORIDA GATEWAY COLLEGE

Job Description

COORDINATOR – INDUSTRIAL TECHNOLOGY

DISTINGUISHING CHARACTERISTICS:

This is a professional classification responsible for assessing and determining business and industry needs and to provide training programs to meet those needs.

ESSENTIAL JOB FUNCTIONS:

(Note: The following examples of work as listed in this job description are not necessarily descriptive of any one position in the classification. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Assess and determine business and industry needs.
Market college trainings and services.
Establish and maintain client relationships.
Participate in civic and economic activities.
Establish and coordinate collaboration and networking of industry partners to maximize resource use.
Develop, complete, and submit reports accurately and on time.
Work collaboratively to promote short-term and full-time programs that meet service area needs.
Prepare and present training proposals to clients with complete and accurate information.
Recruit, evaluate and hire instructors that will meet or exceed client needs.
Assess and evaluate courses and programs, adjusting accordingly.
Ability to negotiate services, training and cost with clients.
Schedule courses and provide general information about programs as needed.
Design courses, programs, evaluations, and survey.
Maintain detailed records with accuracy.
Present to a variety of audiences not limited to public school students, business owners, industry leaders, and college peers.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS AND ABILITIES:

Strong organizational and technological skills. Working knowledge of multiple areas: welding, construction, HVAC, drafting, electrical, CAD, woodworking, and electronics. Ability to make quick decisions and multitask. Positive attitude and ability to relate well to others both verbally and in written form.

EDUCATION AND EXPERIENCE:

Bachelor of Science in Industrial/Vocational Education; master's degree preferred. Knowledge of Microsoft Office Suite. Teaching experience in a vocational/occupational setting in a high school or post secondary setting.

ESSENTIAL PHYSICAL SKILLS:

Acceptable eyesight (with or without correction).
Acceptable hearing (with or without hearing aid).
Moderate (15 to 44 lbs.) lifting and carrying.

ENVIRONMENTAL CONDITIONS:

Works inside in an office environment.

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)