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# Job Opening

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## CEWD Skilled Trades Coordinator

Wor-Wic Community College is accepting applications for a skilled trades coordinator to assist with the development and implementation of new skilled trades pathways, programs and courses, including curriculum development, general instructor oversight, assessment and reporting. Duties include assisting with coordination of contract training offerings and apprenticeship programs; developing and monitoring budgets; determining industry and community needs; developing class materials; assisting with filling instructor vacancies and preparing instructor schedules; assisting with continuous improvement efforts by attending/organizing partner meetings and implementing changes to ensure programs and courses are high quality and fulfill the needs of the community/partners; assisting with facilitation of meetings, training programs and workshops; training instructors to use instructional technologies and equipment; and monitoring college and vendor equipment and working with vendors and community partners to ensure equipment is appropriate, safe and functional. Requirements include a high school diploma or the equivalent; three years of trades work experience; the ability to effectively work with people from diverse backgrounds; and strong technology, computer (including Microsoft Office and instructional technology software), human relations, confidentiality and verbal and written communication skills. Preference will be given to candidates with a college degree; experience teaching trades and/or working in multiple skilled trades fields, such as construction, electrical, HVAC, manufacturing, plumbing, metal fabrication and welding; and certified welding inspector (CWI), journeyman, master and/or other trades certifications. The days and hours of work are typically three days per week from 8:00 a.m. to 4:30 p.m. and two days per week from 10:00 a.m. to 6:30 p.m. (1 hour lunch), with evenings and weekends as needed. This is a full-time exempt position with excellent fringe benefits. The starting salary will likely range from \$60,200 to \$73,000 per year, based on qualifications and experience. The right candidate will represent our commitment to innovation, community, integrity, learning, excellence, accessibility and diversity; collaborate and cooperate with others to accomplish the goals of the college; and support new and creative ideas to enhance institutional effectiveness. To be considered for this position you must apply through the online employment application system at <https://www.schooljobs.com/careers/worwic>. Applications received by July 6 will be given first consideration; the position will remain open until filled.



[www.worwic.edu](http://www.worwic.edu)

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