

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Sales Coordinator

Job #06-016

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Sales Coordinator, De Anza College**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Director, Small Business Development, conduct sales and outreach to business, industry, government, labor, and other appropriate groups and agencies interested in workforce training, customized educational services, contract education and economic development activities, particularly in the area of advanced manufacturing technologies. Implement sales program, policies, and guidelines. Provide work direction and guidance to other personnel. Plan, perform, and implement sales and marketing activities. Develop sales prospects and build a potential client list through cold calling, referrals, and/or inquiries. Recommend and assist in implementing customized training courses, programs, and services. Prepare sales proposals and present them to potential clients. Prepare and make presentations to industry and community groups and/or their representatives. Assist in developing and maintaining a working knowledge of business and industry workforce development trends and needs in the region. Assist in researching, analyzing, and evaluating workforce training programs and other educational services. Conduct client evaluations and client needs assessments to better develop course offerings. Develop and maintain relationships and partnerships with community, industry leaders, and other potential clients. Assist in the development of sales strategies, marketing plans, and promotional materials. As program consultant to prospective clients, respond to requests for proposals; negotiate and secure agreements/contracts with clients. Maintain client database and sales portfolio records. Maintain proposal and contract files. Participate in program and sales reviews. Monitor budgets. Promote program through participation in advocacy groups, associations and other local, regional or national organizations; participate in business affiliations and relevant professional associations. Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a Bachelor's degree in a related field.
3. Two years related work experience in a sales environment.

PREFERRED QUALIFICATIONS:

1. Knowledge of training program and services development and production for effective learning environments.
2. Knowledge of customized training needs and needs assessment techniques, particularly in the area of advanced manufacturing technologies.
3. Knowledge of the development and presentation of programs and workshops.
4. Ability to communicate effectively both orally and in writing.
5. Knowledge of the methods, techniques, and procedures used in the planning, development, marketing, sales, and delivery of a major business training program or service.
6. Knowledge of budget monitoring and control.
7. Ability to work independently with little direction.
8. Ability to use skills with tact, patience and courtesy.
9. Ability to understand customized training needs and recommend appropriate curriculum for addressing identified needs.
10. Ability to remain current regarding trends in the field.
11. Ability to provide overall direction and guidance to the day-to-day operations, problem solving and decision-making.
12. Ability to prepare comprehensive program reports and reviews including data collection for grant funded programs.
13. Ability to prepare and make effective presentations to employers and community groups.
14. Ability to operate a computer and use software.
15. Ability to interpret, apply and explain rules, regulations, policies and procedures.
16. Ability to implement program policies and guidelines.
17. Ability to establish and maintain cooperative and effective working relationships with others.
18. Ability to analyze situations accurately and adopt an effective course of action.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Sales Coordinator.
4. In a separate document provide information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.

-OVER-

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$2,054.63 per month plus benefits; level N-52

Position: Part-Time (50%), Grant Funded, 12 months per year

Assignment to end December 31, 2006 with a possibility of continued funding.

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

All interviewing costs incurred by applicant are the responsibility of the applicant.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>