

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

CACT and Operations Coordinator

Job #07-016

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **CACT and Operations Coordinator, Professional and Workforce Development, De Anza College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the supervision of the Director, Professional and Workforce Development, assist in overall sales and operations for contract education and other services provided by the Center for Applied Competitive Technologies (CACT). Conduct sales and coordinate district-wide customized training and contract education for local and regional manufacturing related businesses. Coordinate the development of credit and not-for-credit programs, courses and workshops. Develop relationships with faculty, staff, and business partners in industry. Establish and strengthen public and private sector partnerships. Develop and deliver one-on-one counseling, seminars, workshops, training, demonstrations and educational experiences to employers by working closely with industry alliances and organizations. Create hands-on demonstration sites where local companies can train in integrated manufacturing processes and/or related technologies. Analyze data and prepare and submit all grant reports. Promote the growth of new businesses and the creation of new job opportunities. Assist in the retention of existing businesses throughout the region. Enhance the visibility of the CACT programs on a regional, state, and national basis. Provide work direction and guidance to others. Perform related duties as assigned

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to a Bachelor's degree in a related field.
3. Five years work experience in business or industry or related work experience. Experience in educational program design, including financial and project management.

PREFERRED QUALIFICATIONS:

1. Knowledge of methods, techniques, and procedures used in the planning, development, marketing, sales, and delivery of major business training programs or services.
2. Knowledge of the principles and current pedagogy of customized training and education for business, industry and organizations.

3. Ability to interpret and apply state and federal policies and procedures, contract education program laws, Employment Training Panel (ETP) guidelines and policies, and codes and regulations related to assigned program(s).
4. Ability to coordinate, develop and monitor grants and/or budgets.
5. Ability to research business trends and needs.
6. Ability to demonstrate sales/marketing skills and experience in negotiating contracts/agreements.
7. Ability to develop programs and proposals.
8. Ability to deliver presentations to the public and private sector.
9. Ability to develop marketing materials and oversee scheduling of workshops.
10. Ability to coordinate several programs simultaneously and meet schedules and timelines.
11. Ability to prepare and present all program reports.
12. Ability to exhibit strong interpersonal, planning and organizational skills.
13. Ability to communicate effectively both orally and in writing.
14. Ability to analyze situations accurately and adopt an effective course of action.
15. Ability to operate a computer and demonstrate advanced skills in word processing, spreadsheets, graphics, desktop publishing and the web.

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 CACT and Operations Coordinator.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

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.

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CONDITIONS OF EMPLOYMENT

Salary: \$4,897.18 per month plus benefits; level N-56

Position: Full-time, Grant-funded, 12 months per year

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.

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

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

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 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>