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Idaho Falls, ID
(208) 524-3000

WEBSITE:
<http://www.cei.edu/hr>

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Non-Classified Opening

Regional Employment and Training Coordinator

Non-Classified Classification

College of Eastern Idaho

Open for Recruitment: Open until filled. First application review will be held the week of April 27, 2018 – interested candidates are encouraged to apply *as soon as possible*.

Salary Range: \$17.45 - \$26.31 hourly - Full-Time plus Competitive Benefits

Location(s): Idaho Falls

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

GENERAL STATEMENT OF FUNCTION:

This position is responsible for proactively researching and leveraging state and federal workforce development programs to provide employment and training solutions throughout the College of Eastern Idaho service region, including related program planning, development, implementation, oversight and administration. The Coordinator works to develop creative and appropriate solutions to employer talent pipeline needs by utilizing innovative strategies including Registered Apprenticeship or boot-camps. Performs a variety of complex, diverse, and confidential duties to ensure all program expectations are fully met.

EXAMPLE RESPONSIBILITIES:

- Responsible for the initial development, oversight and administration of the Idaho Department of Health & Welfare - Employment & Training Services Program, including monitoring and coordinating all program activities, key performance measures/targets and timelines.
- Responsible for proactively promoting Registered Apprenticeship as a workforce development tool for employers; working cooperatively with interested employers to successfully implement their apprenticeship, and assist in identifying appropriate related instructional resources.
- Serves as a subject matter expert for Idaho/US Department of Labor and Idaho Governor's Workforce Development Council programs, including the Workforce Development Training Fund, and the Workforce Innovation & Opportunity Act (WIOA), for the purpose of leveraging these resources to help the College provide workforce

development solutions for regional employers, their incumbent workers and their future employee pipelines.

- Develops relationships with targeted businesses and industries within the region, becoming familiar with industry career paths, educational needs and wage information in order to facilitate creation of innovative employment and training solutions.
- Identifies and researches new strategies and resources to further CEI's workforce development efforts within the region.
- Proactively increases regional employer awareness of CEI Workforce Training solutions including customized contract training.
- Develops and maintains contacts with regional industry groups, economic & community organizations, educational institutions, for the purpose of outreach, recruitment and positive public relations.
- Available to work a flexible schedule including occasional evenings and weekends as needed.
- Maintains a positive helpful constructive attitude and work relationship with supervisor, college staff, students and the community.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education and/or Experience

- Bachelor's degree and a minimum of five years of related experience and/or training; or equivalent combination of education and experience.
- (Strongly Preferred) Workforce development certifications and demonstrated experience in related workforce development programs including Registered Apprenticeship, WIOA, health and welfare, or other federal or state grant funded programs.
- Ideal candidate will have demonstrated professional network and strong ties to the employer community in the CEI nine county region (Bonnevile, Butte, Clark, Custer, Jefferson, Lemhi, Madison, & Teton).

Knowledge, Skills and Abilities

- Ability to interact positively with a variety of personalities and individuals with varying socio/economic and cultural backgrounds.
- Excellent verbal, written and organizational skills, including outstanding customer service and interpersonal abilities
- Demonstrated collaborative work style and commitment to get the job done, as well as the ability to work independently in an unstructured environment with a high degree of independence.
- Demonstrated organizational, time management, problem solving and critical thinking skills.

- Demonstrated commitment to high professional ethical standards in a diverse workplace.
- Proficient in a variety of computer software applications, including Microsoft Office suite. Able to learn proprietary software and database software quickly.
- Demonstrated grant, project or program management knowledge.
- Ability to operate standard office equipment including phone, fax, copier

Physical Demands & Work Environment

The physical demands & work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements and environment are typical of those in a general office setting. This job involves regular sitting, standing, walking, typing, moving, lifting objects up to 10 pounds and exposure to office lighting. A wide variety of standard office equipment is continually used, including phone, fax, copier, printer and computer.

HOW TO APPLY:

Electronically submit a completed application packet **(in .pdf or Word format)** to hr@cei.edu. The application packet must include the following:

1. CEI Employment Application
2. Cover Letter
3. Résumé or VITA
4. Unofficial Transcripts
5. Three Professional References with direct contact information

Incomplete packets will not be accepted. Official transcripts required upon hire.

For additional questions contact: Human Resources at (208) 535-5495 or by email at hr@cei.edu

AA/EOE/ADA

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodations to satisfy testing requirements, please contact the Division of Human Resources.