



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

MEMPHIS

Main Campus • 550 Alabama Avenue • Memphis, TN 38105-3604
P 901-543-6100 • F 901-543-2461

Aviation Complex Extension Campus • 3435 Tehulahoma Road • Memphis, TN 38118-2718
P 901-543-6180 • F 901-543-6183

Bartlett Extension Campus • 3375 Appling Road • Bartlett, TN 38133
P 901-545-3244 • F 901-543-2461

Position Announcement **Coordinator of Workforce Development and Special Projects**

The Tennessee Colleges of Applied Technology Memphis is accepting applications for the position of Coordinator of Workforce Development and Special Projects. The Coordinator shall be responsible for executing a range of duties to expand workforce development initiatives throughout our service delivery area. Applicant must be a dynamic individual with excellent communication and computer skills. The Coordinator reports directly to the President.

Minimum Qualifications:

- Bachelor's degree from an accredited institution required; Master's degree preferred
- Minimum of 5 years work experience in post-secondary career and technical education or related business experience with supervisory and decision-making responsibility is required
- Possess a proven track record of establishing productive external relationships with business and industry, experience negotiating agreements, and knowledge of instructional techniques and processes
- Demonstrated abilities in leadership, human relations, communication skills (written and verbal), and organizational skills
- Evidence of strong work ethic as it relates to decision-making, timeliness of reporting, oversight of multiple ongoing projects, and the ability to work with industry/employers
- Evidence of successful administrative experience with general accounting procedures, financials/budgets, capital maintenance, and capital budget processes, accreditation, grant preparation, reporting, and oversight in an educational environment
- Curriculum and technical program development experience preferred
- Willingness to travel to schools, businesses, and industries within the Shelby County service delivery area

General Duties:

- Work closely with business and industry to develop special industry training and partnering opportunities
- Establish relationships with industries and supervise special industry and special interest programs
- Assist the President in planning, organizing, coordinating, and supervising the activities related to campus operations, including, but not limited to, procurement, security, grounds, and facilities
- Active in workforce development and operations of institutional programs and accreditation
- Serve as liaison with workforce development agencies, TBR, industry, and others
- Assist with accreditation efforts of the college and its programs
- Write and submit grant proposals and oversight of grant projects, including management of grant funds
- Plan, organize, coordinate, and direct instructional programs, and curriculum development

A Board of Regents Institution
<http://www.tcatmemphis.edu>

Memphis Premier Provider for Workforce Development
TCAT is an Affirmative Action/Equal Opportunity Institution

- and serve as a program advisory board liaison
- Performs all other duties assigned by the President

Salary: Commensurate with education and experience and according to salary guidelines established by the Tennessee Board of Regents.

Application Process: The application is on the college's website, www.tcatmemphis.edu. Applications will be accepted until **February 20, 2024**.

The Tennessee College of Applied Technology Memphis does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability or age status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Sherlita Nelson-Denton, Vice President, 550 Alabama Avenue, Memphis, TN 38105, (901) 543-6137.