

# POSITION ANNOUNCEMENT

**Integrated Education and Training (IET) & Workplace Literacy** **Coordinator** **(WPL)** (FT)

Locations: Dougherty County

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of

Integrated Education and Training (IET) & Workplace Literacy Coordinator. He/she will report to the VP of

Adult Education. Under general supervision, the Adult Education Integrated Education and Training (IET) &

Workplace Literacy Coordinator will be instrumental in devising, implementing, and supervising the Integrated Education and Training (IET) component, aimed at providing adult learners with a cohesive blend of vocational training, contextualized basic skills education, and workforce skills preparation; and play a critical role in establishing and managing effective WPL partnerships and services with local businesses. This role requires coordination with educational institutions, training providers, workforce agencies, and employers to develop and maintain programs that meet the educational and employment needs of both employers and employees, ultimately leading students on a meaningful career pathway.

The Integrated Education and Training (IET) & Workplace Literacy Coordinator (WPL) must:

* Develop and implement effective IET programs, intertwining adult education with technical and vocational training.
* Proactively establish and nurture relationships with local workforce partners, businesses, and industry sectors to understand the current labor market's demands.
* Serve as a liaison between the adult education program, postsecondary education, Workforce Investment Board (WIBs), and community service agencies to provide integrated education and training services.
* Develop and execute an outreach, recruitment, and intake plan for adult learners interested in obtaining industry credentials within the adult education program.
* Collaborate with businesses and employers to identify their workplace literacy needs and develop customized WPL programs.
* Assist with establishing Workplace Literacy classes.
* Work with Adult Education instructors, Career Services Coordinator, and training providers to design curriculum that aligns with training goals and employer requirements.
* Manage the ongoing operations of IET and WPL.
* Ensure compliance with state and federal regulations related to adult education and workforce training.
* Stay up to date on IET and WPL best practices and funding opportunities.

The Integrated Education and Training (IET) & Workplace Literacy Coordinator (WPL) must demonstrate excellent written, verbal, computer literacy and communication skills. He/she will strive to contribute to the overall success of the college and its students. He/she must be able to work a flexible schedule



# POSITION ANNOUNCEMENT

**Minimum Qualifications:** The candidate MUST possess a bachelor’s degree from an accredited college or University in education, Adult Education, Workforce Development, or a related field \*AND\* have one (1) year of paid work experience in the field.

**Preferred Qualifications:** The candidate must have proficiency in program evaluation and development; strong presentation, organizational, and leadership skills; excellent communication and interpersonal abilities; strong project management skills and the ability to work collaboratively with a diverse range of stakeholders.

**Physical Demands:** Work may be performed in a classroom environment with intermittent sitting or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits Package.

Application Deadline: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx>. As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. All positions require a preemployment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

*Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.*

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration 1704 South Slappey Blvd. Albany, GA 31701 229.430.3524  | **Equal Opportunity Officer:**  Lola Edwards, Office of Human Resources 1704 South Slappey Blvd. Albany, GA 31701 229.430.1702  | **Section 504 Coordinator:** Regina Watts, Special Needs Coordinator 1704 South Slappey Blvd. Albany, GA 31701 229.430.2854  |