



**Workforce Innovation and Opportunity Act (WIOA)  
Coordinator  
Full Time  
Floyd County Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the grant-funded position of Workforce Innovation and Opportunity Act (WIOA) Coordinator to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Vice President of Student Affairs. The WIOA Coordinator oversees operations of the WIOA program, including coordinating job training and placement assistance for individual clients, as well as supervising staff in the WIOA office. Occasional overnight travel and travel to other GNTC campuses for training may be required. This grant-funded position is contingent on annual renewal.

**Duties/Responsibilities:**

- Oversees the administration of the college's Workforce Innovation and Opportunity Act grant.
- Designs and uses formal and informal benchmarking and ongoing monitoring to maintain grant compliance.
- Provides career counseling and job search assistance for program participants.
- Analyzes area labor market in light of employment/training needs to design appropriate and effective WIOA grant programs to enhance area economic development.
- Interprets WIOA laws, regulations and guidelines to design best practices within these mandates and to advocate for changes in mandates when necessary.
- Determines WIOA eligibility for all applicants.
- Completes enrollment application files for each participant.
- Monitors program to ensure customer service excellence.
- Trains, assigns, directs, supervises and evaluates personnel.
- Maintains required documentation.
- Maintain working relationships with partner programs such as Georgia Department of Labor, TCSG's Office of Workforce Development, Georgia Housing Authority, and others.
- Maintain GNTC programs in the WorkSource Georgia Portal.
- Prepares documentation for periodic federal, state and regional audits.
- Provides college information and occupational training advisement for Department of Labor customers at area career centers.
- Performs related duties as assigned.

**Competencies:**

- Knowledge of Workforce Innovation and Opportunity Act grant requirements.
- Knowledge of program management principles.

- Knowledge of career counseling principles.
- Skill in directing the work of personnel.
- Skill to make timely decisions.
- Skill in the operation of computers and job-related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**Minimum Qualifications:**

Bachelor's degree in a related field \*and\* two (2) years of experience in counseling and/or social work in a similar program engaged in the delivery of multiple employment and training programs or similar programs. Note: Experience may substitute for the degree on a year-for-year basis.

**Preferred Qualifications:**

Master's degree in a related field. Working knowledge of the BANNER student information system. Three (3) - five (5) years of experience in an education environment. Experience working within a multi-campus operation.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** \$55,000 - \$57,500

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history

records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

## **A Unit of the Technical College System of Georgia**

### **Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).