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| **Integrated Education and Training (IET) & Workplace Literacy Coordinator (WPL)** |
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| **Campus:** | Americus |
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| **General Duties:** | The IET & WPL candidate will be instrumental in devising, implementing, and supervising the Integrated Education and Training (IET) component to provide adult learners with a cohesive blend of vocational training and contextualized basic skills education with local businesses. This role requires coordination with educational institutions, training providers, workforce agencies, employers, and employees, ultimately leading students on a meaningful career pathway. Develop and implement effective IET programs, intertwining adult education with technical and vocational training through strategic instructional design, ensuring the creation of quality Single Set of Learning Objectives (SSLO) and lesson plans; Proactively establish and nurture relationships with local workforce partners, business and industry sectors to understand the current labor market’s demand. Incorporate feedback and insights from these collaborations into program development and curricular adjustments; 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 business and employers to identify their literacy needs and develop customized WPL; 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. Monitor and evaluate the progress of IET and WPL Programs, making necessary adjustments to improve outcomes.; Manage the ongoing operations of IET and WPL; Maintain accurate records and reports related to IET and WPL programs; 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; and other duties as assigned. |
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| **Education Requirements:** | Bachelor’s degree in education, Adult Education, Workforce Development, or a related field.  |
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| **Minimum Qualifications:** | Proficient in program evaluation and development; Strong presentation, organizational, and leadership skills; Excellent communication and interpersonal skills; Strong project management skills; Ability to work collaboratively with a diverse range of stakeholders; proficient in data analysis and reporting; understanding of virtual meeting platforms (WebEx, Microsoft Teams, Zoom); Skilled with Microsoft Office Suite. |
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| **Preferred Qualifications:** | n/a |
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| **Compensation:** | Part-time position.  |
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| **Benefits:** | This is a part-time temporary position; 15 hours per week; and does not include benefits or a promise of future full-time employment. |
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| **Reports to:** | Dean of Adult Education |
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| **Availability** | Must have availability to work a flexible schedule, including evenings, some travel is required.  |
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| **Application Deadline:** | Until Filled |
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| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance, call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing Erika.Carrillo@southgatech.edu or Suzanne.Singletary@southgatech.edu.  |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. |
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| Position Number: |  | Job Code: |  |