To apply, submit an employment application [click here for application], resume, and letter of interest to: Associate Vice President Academics & International Relations

5301 S Hwy 16
Rapid City SD 57701

COORDINATOR OF IT TRAINING AND DEVELOPMENT
Position Description

Summary
The Coordinator of IT Training and Development will lead and direct all training functions within the department to ensure appropriate learning opportunities and initiatives are developed and implemented to drive improved performance and organizational results in accordance with the mission, core values, and purposes of the university.

Minimum Qualifications
The Coordinator of IT Training and Development must satisfy the following minimum qualifications:
1. Bachelor’s degree required; master’s degree preferred.
2. 3+ years management in a training or organizational development leadership role; experience with workforce development and/or continuing education is preferred.
3. Compliant with all federal, state and local regulations, including licensing requirements as required by the discipline.
4. Subject Matter Expert in the following Comp TIA certifications, A+, Network+, Sever+, Linux+ and Cloud Essentials. The right candidate will already possess or have the ability to obtain the certifications immediately after the agreed upon start date.

Skills and Attributes
The Coordinator of IT Training and Development must possess the following skills and attributes:
should possess a combination of hands-on tactical experience along with the ability to think and act strategically. Experience building diverse subject matter curriculum with demonstrated results in elevating knowledge, skills and execution.

Essential Functions
The Coordinator of IT Training and Development performs the following essential functions:
1. Build recruitment plan to drive program enrollment to achieve the goals of the Division.
2. Evaluates the effectiveness of training activities across the department.
3. Build effective relationships with external customers and ensure that their business needs/objectives are being met or exceeded.
4. Addresses gaps and areas needing improvement.
5. Develop curriculum and ensure curriculum meets state and federal requirements as needed.
6. Ability to deliver curriculum in a classroom setting.
7. Develop marketing materials appropriate to subject matter.
8. Identify training opportunities to meet external and internal customers’ training needs and objectives.
9. Conducts studies of completed training by creating, monitoring, analyzing and reporting metrics to evaluate and track results.
10. Manages resources for designated training functions.
11. Demonstrates expertise in coaching, teaching and providing feedback in the making of recommendations to the Regional Vice President of Workforce Development and Continuing Education and the President of External Relations and Strategic Initiatives.
12. Provides consulting services and builds relationships with employees throughout the organization to facilitate implementation of new non-credit programs, processes and initiatives.
13. Direct, manage, and interface with customers and internal trainers/instructors.
14. Performs other duties as assigned.

Required Work Hours
A minimum of forty hours per week, plus other hours as may be necessary to complete job duties. A combination of day, evening, and weekend hours is required.

Reporting and Supervisory Responsibilities: The Coordinator of IT Training and Development reports to the Associate Vice President Academics & International Relations.

Physical Requirements
The Coordinator of IT Training and Development must be able to speak, hear, see, write, type, dial, reach, and bend. This position also requires the ability to lift, carry, push, and pull up to 20 pounds.

Travel
Some travel, including airline travel and overnight stays, is required.