

# VERMONT TECH

August 4, 2016

## POSITION ANNOUNCEMENT

- Position Title:** **Project Manager/Continuing Education & Workforce Development (CEWD)**  
Full-Time , VSC-UP PAT Bargaining Unit  
Exempt, VSC Grade 14
- Salary:** \$38,000 annually plus VSC-UP PAT benefits package
- Location:** Williston campus primary but regular and predictable travel to Randolph Center campus expected.
- Responsibilities:** Manage all aspects of assigned projects within the scope of Continuing Education and Workforce Development (CEWD). Projects will include conferences, special events, public courses, workshops and series offerings, and on-line trainings offered by CEWD.
- Support marketing, online, open enrollment and corporate trainings. Identify and promote new training or development “initiatives” (open enrollment classes and workshops, credit and non-credit bearing classes.) Develop and execute a plan in response to an initiative. To include but not limited: marketing initiative; identifying resources needed for initiative; working collaboratively with CEWD team; select/manage vendors; initiative budget management; materials development related to initiative.
  - Manage day today operational aspects of projects as well as project oversight on behalf of CEWD at the Williston campus including but not limited to: scheduling, site management and logistical needs, enrollment management, inquiries.
  - Actively represent CEWD and pursue sales with external constituencies and companies.
  - Represent CEWD and its Mission at various events, conferences, boards, committees, rotaries and other meetings.

- Manage and update CEWD website and other online outlets.
- Make presentations to groups or companies on behalf of CEWD.
- Develop marketing materials, press releases for groups and events.
- Manage and update CEWD website and other on-line outlets.
- Manage/supervise work-study students.
- Duties performed in a standard office setting but with predictable need for travel. Work outside of regular business hours will be expected.

**Qualifications:**

Bachelor's degree in education, business or marketing or other appropriate discipline plus 3-5 years of relevant experience in a college/continuing education environment , or a combination of education and experience from which comparable knowledge and skills are acquired. **Project Management skills required.**

- Excellent computer application skills including word processing, Access, Outlook, PowerPoint, and Excel.
- Strong planning, administrative and organizational skills.
- Significant experience in graphic and web design
- Strong budget management skills.
- Public speaking and customer service abilities.
- Excellent organizational and oral/written communications skills.
- Valid Vermont driver's license.

**Starting Date:**

ASAP

**Application Deadline:**

Applications will be reviewed until the position is filled. However, applications received after the first screening will be considered at the discretion of the College. **Incomplete application materials will not be considered.**

**To Apply:**

Submit a cover letter, resume and **mandatory** Vermont Tech employment application to [jobs@vtc.edu](mailto:jobs@vtc.edu). Employment application is available on the VTC website: [www.vtc.edu](http://www.vtc.edu).

**NOTE: All full-time and some part time positions are subject to a criminal background check. Any offer of employment is contingent upon the satisfactory results of this check.**

Vermont Tech strongly encourages applications from members of ethnic minority groups and other underrepresented backgrounds. Vermont Tech is an Equal Opportunity Employer and a member of the Vermont State Colleges system. In compliance with ADA requirements, we will make reasonable accommodations for the known disability of an otherwise qualified applicant.