

## BIT Division and Programs Specialist

Essential duties/responsibilities include but are not limited to the following:

### EBC/WORKFORCE Division Support

- Assist with student appraisals of faculty effectiveness forms and maintain confidentiality of same
- Assist with maintenance/revision of division syllabi, division worksheets, agency agreement information, miscellaneous marketing materials, quarterly newsletter, etc.
- Assist division page master as necessary
- Assist with data entry and retrieval in Encore
- Take meeting minutes as required
- Maintain schedule for faculty/adjunct load and assignment in Encore
- Other duties as assigned

### IST Program Support

- Monitor the Integrated Systems Technology lab use by credit and not-for-credit course students
- Maintain productive relations with corporate stakeholders to plan for and meet their needs
- Support the work of staff; assist Dean and Assistant Dean with selecting and evaluating lab assistants
- Problem solve and trouble shoot problems independently
- Collect/maintain past grade and attendance reports from training instructors
- Oversee student scheduling and advising
- Monitor, enforce rules and regulations, and ensure safe environment of labs
- Monitor inventory of materials and supplies, and initiate ordering process as needed
- Other duties as assigned

### Apprentice Program Support

- Maintain productive relations with corporate stakeholders to plan for and meet their needs
- Maintain productive relations with workforce personnel to insure course availability for corporate clients
- Participate annually with corporate clients to review progress of their apprentices

- Problem solve and trouble shoot problems independently
- Promote sales and marketing of corporate education and training primarily by ensuring high quality processes
- Provide contract relations necessary to maintain the currency of the apprenticeship program
- Coordinate detailed recordkeeping for credit and non-credit training
- Collect/maintain past grade and attendance reports from training instructors
- Oversee student scheduling and advising
- Other duties as assigned

### Criminal Justice Program Support

- Problem solve and trouble shoot problems independently
- Oversee student scheduling and advising
- Collaborate with program commander to ensure student financial and graduation requirements are met
- Other duties as assigned

### **Qualifications:**

**Education:** Associate degree; manufacturing or engineering preferred.

**Experience:** Experience in the development, promotion, or coordination of occupational programs to meet consumer needs or experience with apprenticeship programs preferred.

Review of Resumes to begin 1/22/24  
and until filled  
(Posted 1/8/24)

**North Central State College is a great place to work. We offer:**

- Working hours to enhance your life:  
From August through early May, we work 9-hour days, Monday through Thursday and 4-hours from home on Friday mornings.  
From early May until the end of July, we work four 10-hour days, and get Fridays off.
- Choose between the School Employees Retirement System (SERS) and Alternative Retirement Plan (the College will match your contribution dollar for dollar).
- Free NC State tuition for you and your immediate family members.
- Advance your degree outside of the College with our Tuition Reimbursement program.
- Comprehensive health insurance plans are available for individuals and families that include medical, dental and vision benefits. Employee contributions, deductibles and annual out-of-pocket costs are low.
- Paid time off for vacation and personal time, paid holidays (12), and sick days.
- Employer paid life insurance and long-term disability insurance.
- And much more.



## North Central State College

Please express your interest in this position by submitting a letter of application and resume:

**[www.ncstatecollege.edu/jobs](http://www.ncstatecollege.edu/jobs)**

or send to:

NORTH CENTRAL STATE COLLEGE  
Attention: Human Resources  
2441 Kenwood Circle, Mansfield, OH 44906