**Workforce Development Coordinator**

**Thaddeus Stevens College of Technology**

**Workforce Development Coordinator will develop training programs, recruit adult students, manage short-term technical training programs, work with businesses, faculty, staff, and community organizations, schedule classes, track student outcomes, manage budgets, and develop financial and narrative reports. Excellent oral and written communication skills required. Must exhibit excellent organizational skills, knowledge of workforce and training programs, ability to develop training programs, maintain partnerships with employers and community organizations, and work with culturally diverse student populations.**

**This position is a part-time, two-year grant-funded position. Qualifications include Bachelor’s degree in Education, Business, Engineering, Organizational Development, or Industry Training, and a minimum of five years of professional experience.**

**Please send letter of application, resume, and transcripts to Heather Burky, Human Resource Specialist, Thaddeus Stevens College of Technology, 750 East King Street, Lancaster, PA 17602 or email at burky@stevenscollege.edu. For best consideration, materials should be submitted by August 26, 2019.**

 **For information about Stevens, visit the web site at www.stevenscollege.edu**

**Thaddeus Stevens College of Technology is an Affirmative Action and Equal Employment Opportunity Employer. Women and minorities are encouraged to apply.**