Three Rivers Community College
ANNOUNCEMENT OF ANTICIPATED POSITION OPENING

POSITION: Workforce & Community Education (WCE) Program Coordinator
12-month, Tenure-Track Position CCP Level 18

ANTICIPATED STARTING DATE: October 1, 2020

MINIMUM QUALIFICATIONS:
A minimum of a Bachelor’s degree in Allied Health or related healthcare field and two to five years of experience applying those disciplines in a field related to education administration, business, or training development.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position. They must also provide appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

PREFERRED QUALIFICATIONS:
• Experience developing curricula for non-credit allied health and other workforce education programs.
• Proven leadership and ability to oversee workforce and community education programs.
• Experience focused on academic excellence and student success.
• Experience collaborating with internal and external college stakeholders to support the mission of the college.

RESPONSIBILITIES
Administrative:
• Participate in recruiting, hiring, and evaluating workforce and community education instructors.
• Evaluate and revise all processes and polices related to all WCE programs.
• Update the WCE Director on challenges, issues and concerns of the relevant program(s) and area health care providers and suggesting opportunities for the College to continuously enhance its service in healthcare and workforce education.

MINIMUM SALARY: $67,587 approximate annual, plus excellent state benefits

TO APPLY:
Send letter of intent, application form*, resume, names and address of three references and college transcripts to:

Human Resources
Three Rivers Community College
574 New London Turnpike
Norwich, CT 06360

*Link to form:

Three Rivers College is an Affirmative Action/Equal Opportunity Employer.

*Three Rivers Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record.