

EMPLOYMENT OPPORTUNITY

Lakeshore Technical College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, genetics, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding nondiscrimination policies are handled by the Chief Human Resources Officer/Affirmative Action Officer, 1290 North Avenue, Cleveland WI 53015, phone 920.693.1163 or 888.468.6582, ext. 1163.

Lakeshore Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Persons requiring accommodation to access the College's programs, services, and/or employment should call LTC at 920.693.1000 or 888.GO TO LTC (888.468.6582), or TTY 711.

Telephone: 1.888.GOTOLTC

Fax: 920.693.8078

Website: www.gotoltc.edu

Job Title: Training Director (Full-Time)

Employment Classification: 48 Week Management Contract ~ Annual Salary Base Begins at \$52,755
(Note: Salary will commensurate based on education and occupational experience.)

Reports To: Vice President of Workforce and Economic Development

Location: LTC Cleveland Campus

Purpose

Develop, promote, and sell LTC's business and industry services. Work with business and industry to promote, market, assess, and recommend training, to include full-time courses/seminars. Coordinate the needs of business with the resources, networks, and partners of the college in achieving LTC's mission and customer needs.

Job Responsibilities

- Market LTC to business/industry, governmental and public service organizations.
- Diagnose and assess education and training needs of business and industry. Determine best delivery method for this training.
- Integrate training/technical assistance needs of business and industry with LTC's resources including full-time programs, courses/services to provide customized training, standard curriculum and courses, seminars, technological update training, and pre-employment training.
- Recommend and write specific training contracts relative to these requests.
- Develop customer relationship strategies (contacts, face-to-face, and leads).
- Participate in divisional staff meetings, team and/or program staff meetings to provide staff/economic development interface.
- Participate as needed in task forces and represent LTC at state-called meetings.
- Provide 5 Star Customer Service throughout every interaction. Other duties as assigned.

Manager Essential Responsibilities

Oversee business and industry processes. Responsible for the overall direction, coordination, and evaluation of this unit. Carryout managerial responsibilities in accordance with the organizational policies and applicable laws to include: develop plan(s) and budget for department; address issues in an effective and timely manner; be an active advocate for LTC in the community; and be active in the college by serving on committees.

Qualifications/Training/Experience

- Bachelor's Degree in a related business/safety/health discipline required. Master's Degree preferred.
- Three to five years of recent related occupational experience required.
- Four years of recent work experience in a sales capacity preferred.
- Ability to carry out managerial responsibilities in accordance with the organizational policies and applicable laws.
- Excellent written and verbal communication skills including the ability to interact with all levels of internal and external customers in a team environment.
- Strong organizational, planning and analytical and problem solving skills.
- Ability to take initiative while remaining open to ideas of others.
- Proven experiences in applying continuous improvement practices.

(Over...)

WWW.GOTOLTC.EDU

Women, Minorities, and Persons with Disabilities Are Encouraged To Apply

Position #: 00010196, (Management Group J)

Employment Opportunity: Training Director (Full-Time)

(Continued...)

- Exemplify college values in all staff and student interactions, as well as services delivered.
- Ability to maintain effective working relationships and relate successfully with staff, students, and citizens of diverse cultural, social or educational backgrounds.

***Note: Meeting the minimum requirements does not guarantee an interview for a position.**

** Fluent, bilingual individual is beneficial.

Condition of Employment

- Employment conditional on completion of a Background Information Disclosure (BID) and the results acceptable to the College.

Benefits

Health Insurance	Employee Assistance Program (EAP)	Tuition Reimbursement
Dental Insurance	Paid Leave of Absence (PLOA)	Health Reimbursement Account (HRA)
Long Term Disability	Professional Development	Flexible Spending Program
Life Insurance	Vacation	On-Site Child Care Center
Wisconsin Retirement System (WRS)	Holidays	Wellness/Fitness Center

Recruitment Period

Beginning: Wednesday, September 28, 2016

Closing: Until position is filled

Online Application Process

The LTC online employment application must be completed in its entirety to be considered for a position at Lakeshore Technical College. To access the online application, visit www.gotoltc.edu, navigate to 'Just for You' and click on 'Job Seekers', choose 'View Employment Opportunities' to create an account login and to apply for the position. For additional assistance, please contact Human Resources at 920.693.1863.