POSITION ANNOUNCEMENT

Position Title: Project Manager/Continuing Education & Workforce Development (CEWD)
Full-Time, VSC-UP PAT Bargaining Unit
Exempt, VSC Grade 14

Salary: $35,000 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 non-credit and credit programs offered by CEWD.

- 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.
- 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.
- 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.
- 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 plus three to five 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, IN-design, Access, Outlook, PowerPoint, Prezi and Excel.
- 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: August 31, 2015

Application Deadline: July 31, 2015

To Apply: Submit a cover letter, resume and Vermont Tech employment application to: Office of Human Resources, PO Box 500, Randolph Center, VT 05061. (Employment application is available on the VTC website: 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.