State College of Florida, Manatee-Sarasota
Job Description

Job Title: Coordinator, Manufacturing Education Grant Projects

Reports to: Director, Career & Technical Education
FLSA Status: Exempt
Level: 211
Position Class:

Job Summary:
This position is primarily responsible for the day-to-day management of grant-funded manufacturing education projects which includes: providing professional leadership and oversight for the specific grant programs, coordinating marketing and outreach activities, implementing and monitoring curriculum and training activities, resources and assessment associated with the grant. Additionally, the incumbent will coordinate data management and collection/reporting.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Develops effective relationships/partnerships with customers
2. Assists with development and implementation of marketing campaign for manufacturing education
3. Conducts outreach activities and markets manufacturing education training to area businesses and the community
4. Develops and coordinates a pool of qualified certified MSSC instructors
5. Collects, analyzes and summarizes data related to project outcomes
6. Attends project-based meetings regularly
7. Assists in the development of a project-based manufacturing education curriculum
8. Works with local manufacturing association to keep current with workforce training needs

9. Provides oversight for the workforce board-based outreach worker assigned to the project

10. Assists with development of departmental budget

11. Travels to various business and community sites throughout the service area

12. Performs other duties as assigned

**Job Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor's degree from a four-year college or university and two or more years’ related experience and/or training; or equivalent combination of education and experience. Master’s degree preferred in business administration and experience in managing complex grant-funded projects and programs.

- **Supervisory Experience:**
  One to two years of direct supervisory experience, including responsibility for hiring, firing, performance management, training and coaching is required

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.
• **Computer Skills:**
  Intermediate knowledge of word processing, spreadsheet, internet, database, and email software

• **Certificates and Licenses:**
  Valid Florida driver’s license

**Responsibility for People and Property:**
Provides oversight for the local workforce-based outreach worker. Responsible for making budget recommendations if required.

**Responsibility for Communication:**
- **Internal Contacts:**
  This position has routine contact with the project co-principal investigator and other SCF staff with permission from Co-PI.

- **External Contacts:**
  This position has routine contact with the local workforce board, the staff of grant partners, the business industry and the community with permission from Co-PI.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to talk or hear. The employee is frequently required to stand, walk, sit, and use manual dexterity. The employee is occasionally required to reach with hands and arms and lift up to 10 pounds. Specific vision requirements include close, distance, color, and peripheral vision, depth perception and the ability to adjust focus.
General Performance Standards and Expectations:

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:
This job description has been reviewed and approved by the leaders whose signatures appear below.

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