



**Position Vacancy Announcement**

**Computer Curriculum Designer & Trainer**

**Date: March 19, 2018**

**Title of Position: Computer Curriculum Designer & Trainer**

**Bargaining Unit / Salary Range:** Salary and Benefits commensurate with the Agreement between the MCCS Trustees and the MEA Administrators Unit

**SUMMARY:**

Computer Curriculum Designer & Trainer (CCDT) works will identify and collaborate with educational, industry and community partners to establish, promote, expand and maintain an information technology cluster pathways through digital badge/micro-credentials. This position will develop, coordinate, conduct surveys and analyze data to identify IT pathway needs with industry partners. The coordinator will facilitate industry-specific workgroups with industry partners, advisory meetings, and regional activities to validate the required skills within the industry to develop competency-based curriculum. The position will create, deliver and serve as the IT trainer for the newly created IT badges. This position will build enrollment and articulation opportunities, which support transitions into employment, training, and postsecondary education for students.

**QUALIFICATIONS:**

Required--- Bachelor's Degree in information technology or related field, holds IT (CompTIA, Microsoft, etc.) related certifications and a minimum of three-five years of professional experience. Experience with learning management systems, preferably e-Learning related professional experience.

Preferred— Master's degree.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; however, other duties may be assigned.

- Proven program management ability and professional experience related to data collection, and building academic learning communities.
- Identify and collaborate with educational, industry and community partners to establish, promote, expand and maintain industry cluster pathways through digital badged/micro-credentials.
- Develop, coordinate, conduct surveys and analyze data to identify pathway needs with industry partners.
- Facilitate industry-specific workgroups with industry partners, advisory meetings, and regional activities to validate the required skills within the industry to develop competency-based curriculum.
- Create and deliver professional development for industry pathway instructors.
- Build enrollment and articulation opportunities, which support transitions into employment, training, and postsecondary education for students.
- Proven strong interpersonal skills necessary to work cooperatively and effectively with individuals and groups from diverse backgrounds.
- Communicate effectively in oral and written form.
- Proficient in Microsoft Office computer applications and excellent problem solving skills are required.

**TO APPLY:** This position will remain open until filled, however, in order to receive full consideration, please send a completed CMCC employment application available at [www.cmcc.edu](http://www.cmcc.edu), a letter of application, a resume, and names of three references by March 30, 2018, to:

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