



NOTICE OF VACANCY

Workforce Development Coordinator

REPORTS TO: Vice President of Workforce and Economic Development

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Workforce Development Coordinator will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Workforce Development Coordinator, under the direction of the Vice President of Workforce and Economic Development, works with industrial clients to develop and deliver customized training that has been requested by the client; submits, administers, monitors, and maintains all project records as they relate to clients served.

More specifically, the Workforce Development Coordinator is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Assists in administering various assessment tools
- Continues to upgrade skills and knowledge by attending formal training
- Designs and submits projects to the Mississippi Community College Board (MCCB) to secure funding for the client
- Designs suitable and appropriate training for specific training events
- Develops new and innovative approaches to training
- Maintains client files that documents and details training
- Maintains fiscal records in accordance with MCCB guidelines
- Negotiates with training personnel to secure reasonable fees for services
- Secures personnel if not able to deliver training
- Travels on a regular basis to client's location to monitor training being conducted
- Works with employers to develop training programs
- Perform other duties as assigned.

MANDATORY QUALIFICATIONS

- Applicants must hold the minimum of an Associate's degree plus five or more years of experience in a manufacturing or construction environment.
- In lieu of the education requirement, 10+ years of related work experience may be considered.

DESIRABLE QUALIFICATIONS

- A Bachelor's Degree or greater in a related field and/or graduate hours in workforce education.
- Any certifications or qualifications earned in the construction or manufacturing arenas

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.

- Experience at the supervisory or managerial level setting up, orchestrating, and documenting training in an industrial environment.

KNOWLEDGE AND SKILLS REQUIRED

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Ability to work effectively with many constituencies in diverse communities including but not limited to contractors and/or vendors.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Highly attentive to detail.
- Must have the ability to exercise considerable initiative, independent judgment, discretion, and confidentiality with regard to working with instructors and students.
- Must have the ability to work and communicate effectively with the students, staff, faculty, administration, technical support, and diverse groups.
- Strong sense of personal and professional integrity.

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 regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires travel and may require working some evenings and weekends.

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.

TERMS OF EMPLOYMENT

This is a Full-time, 12-month, Exempt, Non-Teaching Professional (NP) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (online only)
2. Unofficial College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – September 2, 2026 at 5:00 P.M.