

<b>Position</b>	<b>Customized Training Coordinator – Apple Valley</b>
<b>Position Condition</b>	Full-time, Unlimited, Unclassified (MAPE)
<b>Application Deadline</b>	Friday, July 10, 2009
<b>Start Date</b>	As Soon As Possible
<b>Location</b>	Dakota County Technical College, Apple Valley
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Determine training needs for businesses.</li> <li>• Sell, coordinate and deliver training to businesses.</li> <li>• Coordinate with area businesses to develop and deliver training programs.</li> <li>• Manage and direct the activities of the Partners in Higher Education site.</li> <li>• Coordinate with college partners the instructional use of the facility.</li> <li>• Work as the liaison with the City of Apple Valley on facility issues.</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Evidence of successful sales experience.</li> <li>• Experience in providing/coordinating training.</li> <li>• Evidence of human relations, oral and written communication skills.</li> <li>• Strong organizational skills.</li> <li>• Valid driver's license.</li> <li>• Requires scheduling flexibility; includes some evening &amp; weekend hours.</li> </ul>
<b>Preferred Qualifications</b>	<ul style="list-style-type: none"> <li>• BA degree preferred.</li> </ul>
<b>Notice</b>	<i>In accordance with the Minnesota State Colleges &amp; Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.</i>
<b>Salary</b>	\$45,000 to \$49,000
<b>How to Apply</b>	<p>Submit your online application and supporting information to the powerHR website at <a href="http://appgo1.outtech.com/hr/dctc.jsp">http://appgo1.outtech.com/hr/dctc.jsp</a></p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p> <p><b>Note:</b> The browsers supported by powerHR are Firefox for MAC and Internet Explorer for PC. There are links at the bottom of the site to download these browsers, if needed. The system will not work properly unless these browsers are used.</p>

*Dakota County Technical College is  
An Affirmative Action/Equal Opportunity Employer/Educator  
Women, minorities, and individuals with disabilities are encouraged to apply.*

State of Minnesota		EMPLOYEE'S NAME	
<b>POSITION DESCRIPTION</b> <i>A</i>		New Position	
AGENCY/DIVISION Dakota County Technical College		ACTIVITY Customized Training	
CLASSIFICATION TITLE CT Representative		WORKING TITLE (if different) Customized Training Representative – Apple Valley	
PREPARED BY Gary Hebert		PREVIOUS INCUMBENT	APPRAISAL PERIOD TO
EMPLOYEES SIGNATURE (this position description accurately reflects my current job)	DATE	SUPERVISOR'S SIGNATURE (this position description reflects the employee's current job)	DATE 06/10/09

POSITION PURPOSE

This position is responsible for coordination and outreach of Customized Training activities to business and industry through the Apple Valley, Partner in Higher Education site and facilitates the operation of Partners in Higher Education site.

REPORTABILITY

**Reports to:** The Dean of Business, Technology and Customized Training

**Supervises:** none

Provide work direction to 2 Administrative Assistants and one General Maintenance Worker

DIMENSIONS

**Budget:** Oversees the Partners in Higher Education site expenditures and monitors budgets for the Apple Valley Higher Education site.

**Who are your customers:** Internal customers are all administrators, staff, faculty, and students of Dakota County Technical College.  
External customers are potential clients in business, industry, government, and program advisory committees.

<b>POSITION DESCRIPTION B</b>	EMPLOYEE'S NAME <p style="text-align: center;">New Position</p>	POSITION CONTROL NUMBER
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Resp. No.	PRINCIPAL RESPONSIBILITIES, TASKS AND PERFORMANCE INDICATORS	Priority	% of Time	Discretion
1.	<p><b>Market and sell Customized Training to business, industry and workforce clients.</b></p> <p><b>TASKS</b></p> <ul style="list-style-type: none"> <li>A. Identify target markets to be served through the Apple Valley site.</li> <li>B. Prospect for potential customers for the Apple Valley Higher Education Center.</li> <li>C. Develop sales proposals and presentations.</li> <li>D. Determine a budget for each project or program to make each training event cost effective.</li> <li>E. Meet KRA goals through contract with clients to provide customized training services.</li> </ul>	A	15%	A
2.	<p><b>Coordinate and implement Customized Training contracts.</b></p> <p><b>TASKS</b></p> <ul style="list-style-type: none"> <li>A. Recruit, interview and select adjunct faculty for training events.</li> <li>B. Negotiate contracts with vendors to provide instructional services.</li> <li>C. Monitor and evaluate instructional performance.</li> <li>D. Evaluate and document performance of contracted vendors.</li> <li>E. Process KRA worksheets/reports on a monthly basis and process all paperwork in a timely manner.</li> <li>F. Assess the effectiveness and client satisfaction with the services.</li> </ul>	A	35%	A
3.	<p><b>Develop business, industry, educational and agency partnerships.</b></p> <p><b>TASKS</b></p> <ul style="list-style-type: none"> <li>A. Partner with business and industry to build business-education training partnerships that are financially sound.</li> <li>B. Create collaborative models for training partnerships.</li> <li>C. Represent the College at business expos, industry meetings, agencies and other local organizations.</li> </ul>	A	5%	A

4.	<p><b>Facilitate the successful operation of the Apple Valley Customized Training and the Apple Valley Higher Education site.</b></p> <p><b>TASKS</b></p> <ul style="list-style-type: none"> <li>A. Facilitate Apple Valley Higher Education site meetings of all partners.</li> <li>B. Schedule facility use with all Partners.</li> <li>C. Schedule staff to provide adequate coverage and security of the facility.</li> <li>D. Oversee the day-to-day operations of the facility.</li> <li>E. Act as staff liaison with the City of Apple Valley on building issues.</li> <li>F. Work closely with the main campus Customized Training and other college departments.</li> <li>G. Meet with representatives of other higher education, secondary, community and state agencies to secure partnerships.</li> </ul>	A	35%	A
5.	<p><b>Develop and collaborate with the Dean the annual budgets for the Apple Valley Higher Education site.</b></p> <p><b>TASKS</b></p> <ul style="list-style-type: none"> <li>A. Assess and prioritize current and future needs.</li> <li>B. Recommend to the Dean budget needs for the Apple Valley Higher Education site.</li> <li>C. Plan and monitor expenditures to ensure that spending is within the approved budget.</li> <li>D. Work collaboratively with the Dean to identify and prioritize budgetary needs.</li> </ul>	A	5%	A
6.	<p><b>Perform other duties as assigned.</b></p>	A	5%	A

<b>POSITION DESCRIPTION</b> <i>C</i>	EMPLOYEE'S NAME	POSITION CONTROL NUMBER
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NATURE AND SCOPE (relationships; knowledge, skills and abilities; problem solving and creativity; and freedom to act.)

### **RELATIONSHIPS**

The Customized Training Sales Representative assesses needs, develops and delivers products and services that are designed to meet the unique needs of the customer and contributes to the economic viability of the college. This is accomplished by marshalling internal and external resources of the organization to assist in sustaining economic productivity and workforce job skills enhancement through training.

All employees of Dakota County Technical College are expected to conduct themselves in a professional, cordial, and customer service based manner at all times. All communications and interactions with faculty, staff, students and other customers must be conducted with courtesy and respect.

### **KNOWLEDGE, SKILLS AND ABILITIES**

To successfully perform the duties of a Customized Training Sales Representative, the skills and knowledge necessary include; business/industry experience, direct sales experience, ability to communicate with many levels of people, marketing, ability to learn industry-specific language, basic communication skills, telephone skills, leadership, team skills, bottom line accountability, good verbal skills and written communications, organization skills, educational design, budgeting, supervisory skills, listening skills, entrepreneurial skills, computer skills, system management and proposal development.

### **PROBLEM SOLVING AND CREATIVITY**

Due to our focus on the customer, the challenges are most often unique and there is a need to be creative in designing new models for problem solving. It is important that this individual has the capacity to understand and provide immediate assessment of organizational and instructional situations.

### **FREEDOM TO ACT**

Customized Training Sales Representatives have a comfortable range of freedoms in which to accomplish their tasks and goals. The control of expenditures for training agreements with clients and the revenue produced from the training are under the control of the individual Customized Training Representative within MNSCU and department guidelines.

Furthermore, Representatives have the freedom to contact businesses and industries of their choice, to market the services of the Technical College, and to work with the businesses and industries in determining their present and future needs. Based on these needs, Representatives are able to se up training programs, monitor the progress of the training, conduct follow-up and evaluation of the training, and continue to work with the business or industry. The arrangement for contracts and instructors or consultants for the training is a responsibility of the Customized Training Representative.