

CDL Coordinator
Gillette Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=215554>

Downloaded On: May. 9, 2024 1:06am

Posted Jun. 21, 2023, set to expire Jun. 20, 2024

Job Title	CDL Coordinator
Department	Career and Technical Education
Institution	Gillette Community College District Gillette, Wyoming
Date Posted	Jun. 21, 2023
Application Deadline	open until filled
Position Start Date	July 2023
Job Categories	Other Administrative Categories
Academic Field(s)	Vocational/Technical
Job Website	https://gillettecollege.org/about/employment-opportunities/
Apply By Email	dsanders@gillettecollege.org
Job Description	

Job Description

Job Title:	CDL Coordinator
FLSA Status:	Exempt
Grade:	N/A
Department:	CTE-Workforce & Community Development

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Reports to: Dean of Career & Technical Education

Job Summary

The CDL Program Coordinator is responsible for program operation, student assessment and tracking, scheduling, student support, supervision, leadership, community outreach and maintenance of internal and external partnerships.

Essential Duties and Responsibilities

- Oversee all aspects of GCCD's non-credit CDL program, including testing.
- Monitor and develop knowledge of current and future workforce demands in our region and state.
- Assist in marketing the CDL training program.
- Identify and hire part-time subject matter experts to write and deliver curriculum.
- Develop training schedules and customized training summaries; monitor student progress and support the driving instructor(s) in the development of remedial student solutions.
- Monitor trainings for continuous quality improvement; monitor budgets; work and communicate with other members of the consortium on a regular basis.
- Serve on related internal and external committees in our region and state.
- Perform personnel duties such as hiring staff and classroom observations.
- Cultivate and maintain relationships with employers and coordinate employer presentations for students at least once during the program.
- Plan and assign the program schedule to meet student needs, including instructor workloads, schedules, program meetings, and student program placements in accordance with college policy and procedure.
- Assist in the recruitment, selection, supervision, training, mentoring, and evaluation of program part-time staff and instructors.
- Manage, support, and monitor student recruitment, admissions, selection and advising processes.
- Work with students and instructors to provide the best opportunity for student success.
- Provide mentorship, development, and timely feedback for all employees in the program.
- Oversight and guidance of student evaluation and ensure the effectiveness of program instruction.
- Mediate employee, student, class, and training issues to resolve student, faculty, or employee conflicts.
- Audit students for graduation and/or certification and submit documentation to internal and

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external stakeholders.

- Coordinate program review activities and maintain program materials including student, course, equipment, and program areas.
- Assist graduates in securing employment through ensuring completion of professional classes, job search strategies, and support with coordinating externships and mock interviews with employers.
- Develop and maintain program operational, student, compliance, and assessment records in accordance with procedures/policy.
- As required, generate reports to various college departments, government regulatory entities, including notification of any significant college/programmatic changes.
- Oversee and develop maintenance procedures for program facilities and equipment to meet all applicable state and federal regulatory requirements.
- Ensure program operates in accordance with policies and procedures, OSHA, Hazardous Communication, FERPA, state law, and applicable standards.
- Provide overall program status updates to the assigned supervisor, stakeholders, and/or School Dean, as requested.
- Work collaboratively with community agencies, business, and industry, other GCCD schools/departments, program stakeholders, and Outreach and Workforce Development staff.
- Develop marketing campaigns for training programs.
- Support Technical Program Manager in organizing Advisory Committee meetings.
- Assist in the development of a community-wide workforce assessment plan.
- Collaborate with the assigned supervisor and/or School Dean to align program operations, budget, and resources with college initiatives and strategic plan.
- Oversight of developing, maintaining, and procuring equipment, materials, repairs, and facilities in accordance with college policies.
- Assure all equipment is in safe working order and meets all applicable safety protocols, state, and federal regulatory requirements.
- Report safety concerns, incidents, and/or emergencies to the required entities, per procedure.
- Maintain currency of legislative, regulatory, legal and practice issues affecting the program education, students, and the respective profession.
- Maintain and develop program information to align with College and Department standards; this includes program and student handbooks, curriculum, syllabi, program website, catalog descriptions, graduation and promotional materials, etc.
- Initiate, review, and manage software, equipment, service, and facility contracts related to the program.
- Other tasks as assigned

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Knowledge, Skills, and Abilities Required by the Position

- A strong commitment to the mission of Gillette Community College
- Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
- Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
- Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work effectively in a team environment with a customer service focus.
- Ability to perform and excel in a high-tech all-digital environment.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Ability to handle sensitive and extensive confidential data.
- Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

Working Conditions/Physical Requirements

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds.

Supervisory and Management Responsibility

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- None

Minimum Qualifications

- High School diploma, GED, or equivalent
- Five years of Class A CDL experience
- Must possess and maintain a valid Class A CDL License with the following endorsements and be able to be insured by the College's insurance provider:
 - Hazardous materials and Tanker endorsement
 - Licensed and ability to operate a manual 10 or 13 speed manual transmission.
- Must provide a current US DOT Medical Certificate provided by a registered medical examiner who is registered in the FMCSA Clearinghouse system.
- Individual must be registered in the FMCSA Clearinghouse system.
- Must be able to pass a pre-employment drug screening and able to participate in random drug screening program as required by FMCSA.
- Applicant must provide a Motor Vehicle Record indicating that the applicant "Commercial Status" reflects "Licensed."
- Applicant must certify that they were never disqualified from operating a commercial vehicle based on Title 49 —Y Subtitle B Chapter III —+ Subchapter B —+ Part 383 —+ Table 1 to 383.51
- Must provide proof of minimum five years of CDL driving experience and provide a motor vehicle record going back 10 years which must including records from previous states (if applicable)

Preferred Qualifications

- Associate degree from a regionally accredited institution in Business, Management, Transportation Logistics, or a closely related field.
- Two years of instructional experience in a CDL training program
- Strong computer skills
- Experience in both local, and over-the-road driving
- Experience in both Doubles and Triples

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Complete applications will contain a cover letter, resume, GCCD application, as well as contact information for three (3) professional references.

HOW TO APPLY: VISIT WWW.GILLETTECOLLEGE.ORG OR SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG.

EEO/AA Policy

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Kristyn Percifield, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or kpercifield@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Danielle Sanders
HR Coordinator
Gillette Community College District
300 W Sinclair St
Gillette, WY 82718

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Phone Number	307-681-6322
Contact E-mail	dsanders@gillettecollege.org