

ILĪSAGVIK COLLEGE
- EXTERNAL JOB ANNOUNCEMENT -
Posting Date: October 12, 2015
Closing Date: Until Filled

POSITION: Training Facilitator
LOCATION: Barrow, Alaska
REPORTS TO: Dean of Vocational Education and Work Force Development
WORK SCHEDULE: Monday through Friday, 8:30 a.m. to 5:00 p.m.
COMPENSATION: \$70,394 DOE + Benefits [Exempt Position]

JOB DESCRIPTION: Promotes education and training for organizations to meet the human resource needs of North Slope employers; Develops and maintains strong relationships with NSB village organizations and employers; plans training projects designed to meet identified training needs; Conducts an ongoing training needs assessment through a program of employer surveys, frequent contacts and relationship-building throughout the NSB; Teaches classes that support office skills, employment readiness, and Microsoft Office Software; Provides targeted instruction throughout the North Slope; Develops and teaches courses and training workshops in the North Slope villages and via distance delivery using a combination of direct instruction, cooperative learning and computer-based interactive instruction; Prepares and updates instructional and training materials, general course information and outlines, curricula and other course records; Collects and evaluates data on training and business development needs; Identifies and recruits instructors, students, facilities and schedules individual trainings; Maintains a list of trainers; Coordinates all aspects of the training schedule, including curriculum, location, time, trainer selection and marketing; maintains appropriate student and applicable grant performance records. Tracks course expenditures and coordinates payments to contractors, consultants and adjunct instructors; Works closely with the Dean of Vocational Education and Workforce Development, the marketing department, Student Success Center and clients; Explores and initiates novel and effective approaches to teaching and learning in a multicultural environment; Serves as advisor and training coach to participants and monitors evaluations of all workshops and trainers' performance; Assists in faculty recruitment and student orientation activities and works cooperatively with colleagues to ensure success of students; Makes presentations, and attends meetings and special events, as required; Engages with colleagues in annual program assessment; Participates in professional development as appropriate; Travels frequently; Actively participates in College and community service; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other related duties as required.

REQUIREMENTS: Bachelor's degree or equivalent in Business, Education, Management or other relevant field; Demonstrated professional teaching and/or training experience in a corporate or post-secondary environment; Demonstrated experience in working with organizations to determine their training, education and experience needs or demonstrated experience as an educator; Demonstrated professional oral, written, interpersonal, and presentation communication skills; Demonstrated PC proficiency in Microsoft Word, Excel, and PowerPoint ; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multi-cultural environment; Ability to travel periodically on small planes; Ability to pass a pre-employment background check; and Valid driver's license.

PREFERRED: Master's degree or equivalent in Business, Education or related field; Demonstrated knowledge of one or more of the following: small business marketing, sales, advertising, marketing and management; Demonstrated professional work experience in workshop and/or course development; Demonstrated experience working independently in a rural, isolated environment; Demonstrated successful experience as a trainer; Demonstrated professional work experience in an Alaska Native environment; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; ability to interpret and represent College actions and Western institution to the NSB community.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILĪSAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]
- IlĪsagvik College is a Drug Free Work Place and Equal Opportunity Employer -