

**ILISAGVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**

**Posting Date: November 16, 2015**

**Closing Date: Until Filled**

**POSITION:** Training Manager [Business Development Program]  
**LOCATION:** Barrow, Alaska  
**REPORTS TO:** Dean of Vocational Education and Work Force Development  
**WORK SCHEDULE:** Monday through Friday. 8:30a.m. to 5:00p.m.  
**COMPENSATION:** \$70,393.60/DOE + Benefits (Exempt Position)

**JOB DESCRIPTION:** Develops and teaches courses and training workshops in the villages, to participants in Barrow and by distance delivery throughout the NSB; Prepares and maintains updated instructional and training materials, course outlines, and curriculum; Collects, evaluates and reviews data on training and business development needs with business clients and NSB agencies in order to provide relevant and needs-based training and business coaching; Maintains a list of trainers and organizations that can provide training workshops in a range of topics to fulfill client needs; Conducts an ongoing training needs assessment through a program of employer surveys, frequent contacts and relationship-building throughout the NSB; Responsible for all aspects of the training schedule, including curriculum, location, time, trainer selection and marketing; Works closely with the Dean of Vocational Education and Workforce Development, the marketing department, and client; 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 the trainers' performance; Acts as mentor to those who are attempting to start their own businesses in the Barrow community and the villages by providing help and advice based on his/her own experience in small business; Maintains appropriate student and grant performance records, and assists in faculty recruitment and student orientation activities; Completes reports and presentations, and attends meetings and special events, as required; Engages with colleagues in annual program assessment; Participates in professional development as appropriate; Works cooperatively with colleagues to ensure success of students; Travels occasionally, including travel throughout the NSB to conduct needs assessment and/or to conduct training workshops; Actively participates in College and community service, including serving on committees and participating in College activities; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; Performs other related duties as assigned; Ability to travel periodically; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; and Performs other related duties as required.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Associate's degree either at the time of hire or within one year of starting the position; Demonstrated professional teaching and/or training experience in a corporate or post-secondary environment; Minimum of five years demonstrated successful entrepreneurial work experience  
Demonstrated experience in working with organizations to determine their training, educational and experience needs; Demonstrated experience working independently in a rural environment; Demonstrated excellent oral, written, interpersonal, and presentation communication skills; Demonstrated PC proficiency in Microsoft Word and Excel; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to travel occasionally; Ability to pass a pre-employment background check; and valid driver's license.

**PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING):** Bachelor'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 successful experience as a trainer; Demonstrated professional work experience in an Alaska Native environment; Demonstrated Inupiat language speaking and writing ability; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Inupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

**PHYSICAL REQUIREMENTS:** 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 required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**ENVIRONMENTAL CONDITIONS:** The environmental conditions 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; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

**SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:**

**ILISAGVIK 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](mailto:jobs@ilisagvik.edu)]

-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-