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Inspiring and empowering all to dream, believe and achieve.

POSITION NOTICE INTERNAL POSTING ONLY

Compliance & Workforce Development Manager Adult Technical Training

- BEGINNING DATE:** As early as February 14, 2022
- QUALIFICATIONS:** Minimum high school diploma or equivalent. Relevant postsecondary Certificate/Credential or Associate degree preferred. Excellent oral and written communication skills. Possess strong attention-to-detail skills for compliance and grant management. Ability to understand varying departments of Adult Technical Training and the manner in which each interacts with the other. Proficient in computer applications including MS Word, Outlook, PowerPoint, Excel, etc. Ability to learn and successfully navigate/engage with the current student information system. Possess a strong background and understanding of workforce needs. Demonstrate an understanding of teaching and learning for the adult population. Possess or the ability to obtain notary public status. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- RESPONSIBILITIES:** The Compliance & Workforce Development Manager will be widely responsible for institutional accreditation; varying local, state, and federal grants; workforce development requirements from the Ohio Department of Higher Education (ODHE) and those needed by WCCC Adult Technical Training (ATT) students; assisting in administrative needs of the ATT office and of customized training; and supervising front office personnel/functions in the absence of the director.
- COMPENSATION:** Class I Adult Technical Training Manager
Based on qualifications and experience.
- PRIORITY DEADLINE:** January 26, 2022, by 3:00 p.m.
- CONTACT:** Qualified, interested applicants should submit a cover letter and resume to:
applicant@thecareercenter.net

Anthony Huffman, Superintendent