

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 12 months	Title	PERFORMANCE CONSULTANT – TECHNICAL SPECIALIST
Revised: 10/22/2018	Department	TRAINING AND DEVELOPMENT SOLUTIONS (TDS)
Level: Training/Business	IPEDS	OTHER PROFESSIONAL
FLSA: Salaried NonExempt	Reports to	DIRECTOR OF TDS

POSITION SUMMARY

Provide training and instruction through non-credit classes and workshops for business and industry. Some specific areas of training this position will deliver include: Robotics, Welding, Industrial Maintenance, Test Taking, CNC Machining, and Electrical Maintenance. This position will also design customized training per employer request and develop general training opportunities for area business/industry. Duties will include researching trends and staying abreast of them while customizing training sessions to mirror the needs of each individual business or customer. The position will deliver training online, through classroom instruction, hands-on training sessions, and hybrid courses including all elements.

MAJOR FUNCTIONS

1. Provide instruction and training for business and industry.
2. Provide consultations/assessments for employers in various industries.
3. Coordinate and prepare training materials as required. (Books, presentations, class materials, equipment, etc.)
4. Load/unload equipment as needed.
5. Clean and maintain equipment.
6. Assist in marketing and scheduling training.
7. Transport training materials and equipment as necessary to off-campus sites.
8. Develop and maintain positive relationships with participants, customers, businesses, and staff.
9. Develop, coordinate and prepare written materials, forms, and documents appropriate for instructional and administrative needs.
10. Maintain confidentiality of participants and proprietary information of companies.
11. Moderate classroom discussions to minimize distractions and sharing of company specific information by participants.
12. Perform other related duties as required.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Bachelor's Degree preferred. Appropriate related experience considered in lieu of education.
2. Willingness to attain various industry-recognized certifications upon hire.
3. Teaching experience preferred.
4. Valid drivers license with good driving record
5. Possess communication skills and be able to present information to groups
6. Cultivate and maintain good relationships with client companies and community partners
7. Strong team player as well as works individually to meet department goals
8. Data entry into state websites as well as databases specific to Crowder

EQUIPMENT/SOFTWARE

1. Operate and maintain equipment
2. Drive college vehicles as needed, including vans and trucks.
3. Information Technology Abilities required:
 - Ability to operate a personal computer using the Windows environment.
 - Ability to operate a personal computer within the Crowder College Network environment.
 - Ability to use E-mail.
 - Ability to effectively use MS Office Suite.
 - Ability to utilize media to market

POSITIONS SUPERVISED

None.

WORKING CONDITIONS

1. Varied environments from classrooms, industrial sites, and/or outdoors.
2. Responsibilities occasionally involve early morning, evening and weekend work.
3. Travel required for some assignments.
4. A neat appearance and appropriate apparel are required.
5. The work environment characteristics 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.

PHYSICAL DEMANDS

1. May require lifting of up to 50 pounds.
2. Requires mobility within the office, classrooms, and training sites.
3. Input and access information using computers, including laptops.
4. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

CREATIVE AND ANALYTICAL SKILLS

1. Ability to devise or modify methods or processes to solve specific problems and assess performance level gaps.
2. Ability to devise and implement plans for improving performance levels customizing each training session and plan for individual businesses.
3. Ability to interpret a variety of technical and instructional material.
4. Reading and evaluating training assessments and materials

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including employees, participants, customized training customers, and the general public.
2. Ability to read and understand technical journals and similar publications.

3. Ability to effectively present information and respond to questions.