

## **Director, Logistics – Plainfield, IN**

### **Full-Time**

Vincennes University is seeking applicants for Director, Logistics in Plainfield, IN. This is a Full-Time, Professional Staff position.

Director of Logistics Education and Training serves as the lead person statewide for Logistics Programming. The Director reports to the Vice President for Workforce Development/Community Services.

#### **This position is responsible for:**

- Establishes project plans, schedules, processes and procedures to ensure effective execution of committed deliverables within the approved budget; monitors, communicates and adjusts where necessary.
- Oversees Logistics Training and Education Center (“LTEC”) warehouse operations, including but not limited to: First Book daily order processing, full-time and part-time student warehouse staff; safety and continuous improvement of warehouse functions.
- Coordinates with VU departments, including but not limited to: Office of VP WD/CS, Finance, Purchasing and Risk Management, Physical Plant, MIC, College of Business & Convergent Technologies, Human Resources.
- Is point of contact for communicating classroom updates with relevant stakeholders who have contracted with LTEC for training (ex: Toyota, WorkOne, INDOT, Career Centers); provides reports on progress, updates and data required.
- Manages/Facilities, including but not limited to: managing supplies (bathroom, vending, classroom supplies, etc.), facility asset management, (computers, printers, etc.), fire code maintenance, and OSHA safety requirements.
- Is responsible for LTEC human resource functions, including but not limited to: personnel requisitions; new hire paperwork; change of status forms; termination paperwork; Kronos time reporting, and annual evaluations.
- Assists with administrative functions necessary for the operation of LTEC programs, including but not limited to: creating student/class folders, maintaining student paperwork, and completion certificates.
- Oversees LTEC – Facility relocation project (Summer 2021); Coordinates with VU departments (Diesel, Business, Physical Plant, MIC, Architectural Services, Procurement).
- Plans and coordinates the development, implementation, execution and monitoring of grant programs, special projects, and initiatives designed to achieve the overall mission, goals and objectives of LTEC.
- Provides technical guidance, consultation and related support to INDOT Grant programs for executing deliverables.

- Creates/produces forms, documents, RFPs, presentations and proposals for LTEC programs.
- Maintains [www.VULogistics.com](http://www.VULogistics.com) & [www.VULTEC.org](http://www.VULTEC.org) site domains including registration, writing and posting content using WordPress software; monitors VU LTEC FaceBook page for content, student inquiries and events.
- Oversees all LTEC programs including CDL Class A and B and non-credit logistics training (GLA, WDE, Team Lead, Fork-lift, Industrial Maintenance, Automation, and Robotics). Supports Supply Chain AS/Certificate programs.
- Oversees Amazon Mechatronic & Robotics Apprenticeship and Project Pressure Relief Valve ("PRV") programs.
- Assists with curriculum development and review of current and future LTEC programs, including but not limited to: designing programs, soliciting feedback from stakeholders, and promoting programs to external entities; identifies opportunities for additional programs that fall within LTEC's scope.
- Instructs non-credit training courses when customer demand exceeds instructor availability.
- Responsible for profit and loss for all VU LTEC programs, including six VU financial fund budgets (13002, 13010, 13011, 13005, 35308, 35309).
- Works with applicable finance staff to ensure program activities are properly invoiced, tracked and received.
- Responsible for monthly/quarterly/annual budget reports and meetings with B&I departments to monitor activity.
- Responsible for all accounts receivable activities for student and customer accounts, including but not limited to: invoicing/billing, tracking, payment processing, and posting in Banner and AceWare.
- Responsible for all accounts payable activities, including but not limited to: requisitions, purchase orders and receiving on items purchased; follow-up with vendors to resolve issues or questions.
- Reviews monthly aging reports and past due reports; resolve exceptions.
- Annual budget planning & forecasting, monthly planned vs. actual revenue.
- Responsible for building and maintaining all external relationships/partnerships (Town of Plainfield, Toyota Material Handling, Amazon, Hendricks County Economic Development Partnership, Area 31, and PlainPoint).
- Responsible for community initiatives that promote LTEC programs.
- Meets with business and industry leaders and other relevant stakeholders to promote LTEC programs, earn support and solicit feedback on program needs; identify ways to connect with leaders for training opportunities.

- Participates in applicable advisory boards and committees to advance the knowledge of supply chain logistics management and LTEC programs.
- MADE@Plainfield – Monthly strategy meetings, design, build phase meetings.
- Coordinates and facilitates on-site tours and meetings for community partners including current employers and potential employers through Economic Development organizations (IEDC, HCEDP).
- First point of contact for guests and initial inquiries to VU LTEC; knowledgeable about all VU LTEC programs in order to answer general inquiries (walk-in, phone calls, emails).
- VU Central Indiana – Represent the University at Central Indiana meetings and events.
- Responsible for overseeing the implementation and execution of IN DOT Grant, including but not limited to: coordinating with relevant B&I departments; writing and preparing grants for submission; defining project tasks and resource requirements; development and adjustment of associated budgets; timely submission of grant applications; providing responses to funder follow-up questions; writing and submitting quarterly/annual reports; coordinating and preparing documentation for grant audits and close-out; ongoing primary point of contact with funders.
- Provides technical guidance, consultation and related support to IN DOT Grant programs for the effective execution of grant deliverables.
- Oversees/coordinates the collection and compilation of required grant/program data; provides qualitative and quantitative program reports as necessary.
- Ensures compliance with rules and regulations of all awarded grants.
- Manages all accounts receivable activities for student and customer accounts, including but not limited to: invoicing/billing, tracking, payment processing, and posting in Banner and AceWare.
- Manages all accounts payable activities, including but not limited to: completing requisitions, purchase orders and receiving on items purchased; follow-up with vendors to resolve issues or questions.
- Balances credit card machine daily.
- Reviews/submits monthly aging reports.
- Reviews past due reports and resolve exceptions.
- Responsible for entering class/student registrations into University systems (Banner or AceWare), including but not limited to: creating classes, entering student information, registering students to applicable class, dropping students (if applicable).
- Communicates with University offices, including but not limited to: registrar, bursar, provost, accounting, purchasing, etc. to submit requested forms, resolve issues, answer questions, etc.
- Other duties as assigned.
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The successful candidate must be an individual with demonstrated excellent leadership skills and demonstrated ability to think outside the traditional structures. Further, the individual must possess:

- Excellent interpersonal skills.
- Effective oral and written communication skills.
- The ability to interpret and administer procedures and program requirements.
- A general knowledge of personal computers and associated software (MS Office software preferred).
- A demonstrated knowledge of business and industry training and development models.
- The ability to conduct detailed analysis of program issues and make recommendations as appropriate.
- The ability to prepare extensive detailed proposals and to complete and write detailed reports and studies that include both narrative and numerical information.
- The ability to establish and maintain effective working relationships with business and industry and to deal effectively and courteously with the internal and external communities of the University.
- The ability to function independently with limited supervision.
- Demonstrated strong organizational skills and the ability to prioritize workload.
- Knowledge of Supply Chain Logistics Management curricula in Indiana.
- Familiarity with multiple instructional delivery methods (e.g. online, on site, and hybrid models), varied time frames of delivery, and pedagogy appropriate to non-traditional and adult students.

**Benefits:**

Candidate will be eligible for all benefits available to a full-time employee of Vincennes University. More information can be found by visiting the Benefits page of the VU website: <http://vinu.edu/human-resources>

**How to Apply:**

Interested applicants should submit a VU Application, cover letter, resume, transcript(s) if applicable for the position, and contact information for three references to Human Resources by email to [jobs@vinu.edu](mailto:jobs@vinu.edu) or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit to a criminal history background check. Vincennes University is an Equal Opportunity and Affirmative Action Employer