

**Workforce Training Coordinator (Reg 8) – Multiple Locations**  
**Full-time**

Vincennes University is seeking applicants for the position Workforce Training Coordinator in the following counties:

- **Lawrence County**
- **Monroe County**
- **Owen County**

The Workforce Training Coordinator receives general supervision and guidance from the Director, Deputy Director and Operations Manager. Job responsibilities are to be performed within the general policies of Vincennes University as defined by the University manual, Policy Letters and internal organizational charts, position descriptions, written and verbal instructions, and IDWD policies. The individual exercises daily, independent, non-routine decision making which demands initiative, management skills, sound judgment, and positive communication skills.

Responsibilities for this position are:

- Provide services to individuals from the local community who are seeking employment and or training in demand occupations in order to gain self-sufficiency.
- Lead the promotion and facilitation of Workforce Development and educational activities on an assigned county basis. Consult and provide technical assistance to individuals and groups involved with business, industry, social service agencies, schools, and other community-based organizations.
- Plan and implement all phases of job development to include community outreach and businesses/employer engagement.
- Administer/Manage the placement of customers into unsubsidized employment through contacts developed and maintained with business and industry.
- Maintain knowledge of local labor market and assist in the development of labor market information as needed for use by internal and external customers.
- Advise and monitor training participants on all academic aspects to ensure training completion and job placement.
- Manage caseload as assigned of diverse clientele including adults, dislocated workers, and youth.
- Be able to use assessments, testing and sound judgment to assist customers in making career and employment decisions.
- Determine the eligibility of customers to receive financial assistance through multiple federally funded programs.
- Document results in electronic data management systems to show on-going case management activities.
- Procure supportive and training services from vendors.
- Investigate and resolve any initial grievance or complaint.
- Plan activities to meet annually established enrollment numbers and expenditure levels.
- Assist in the development and presentation of workshops to customers and staff.
- Ensure confidentiality of customer staff relationships.
- Attend meetings and in-service training as required.

- Perform related assignments as deemed necessary and directed by regional management team

Successful candidates will have:

- Bachelors Degree (Preferred) or
- more six years of experience in the area of employment and training programs, employer relations, social work, economic development, or related field.
- Ability to establish working relationships with people of diverse backgrounds and abilities is essential.
- Excellent communication skills (written and oral) are required.
- The position also requires a valid driver's license and the ability to travel by both public and private transportation including self transportation.
- These requirements are in addition to the duties listed in the position description.

**Benefits:**

The 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, 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