



Director of Corporate Training

Lead workforce innovation that drives real community impact at Arizona Western College. As Director of Corporate Training, you'll design programs, build partnerships, and expand access to career-focused education—empowering individuals and strengthening the regional economy. If you're ready to make an impact, we encourage you to apply.

Salary:

\$69,225– \$73,378 per year, depending on experience.

Summary of Function:

The Director of Corporate Training serves the College through the strategic development and delivery of workforce, reskilling, and professional development programs designed to meet regional labor market needs. Leads outreach, operations, and implementation of grant-funded and employer-sponsored training programs. Serves as the institutionally appointed system administrator for Ellucian Elevate. Develops and maintains partnerships with employers, community organizations, and funding agencies to support workforce access and economic development. Manages program marketing, supervises staff, coordinates data reporting, and ensures compliance with state and institutional processes.

Typical Duties:

- Serves Students through the development and delivery of innovative workforce and corporate training programs. Leads the outreach, recruitment, and implementation of workforce, reskilling, and professional development programs. Builds relationships with employers, community organizations, and economic development entities to identify skills gaps and training needs. Designs and supports credit-aligned non-credit pathways, industry certifications, and customized business training. Attends community events and promotes programs through public engagement.
- Revenue Generation, Grant & Partnership Development. Secures and manages funding through grants and industry partnerships. Leads or co-leads proposal development, reporting, and compliance processes. Manages all non-credit Eligible Training Provider List (ETPL) requirements for AZ@Work, including Arizona Job Connection (AJC) listings, audit documentation, and student funding paperwork. Tracks revenue and ensures budget alignment with institutional and grant guidelines.
- System Administration & Process Infrastructure. Serves as the institutionally appointed system administrator for Ellucian Elevate, focusing on front-end functionality, workflow design, and user operations. Manages user permissions, task assignments, and platform navigation to support registration, reporting, and enrollment processes. Develops and maintains Standard Operating Procedures (SOPs) for staff use and provides system training across departments. Collaborates with ITSS and Business Services to troubleshoot functional issues while ensuring non-credit registration processes remain efficient, accurate, and aligned with institutional needs.
- Budget Oversight. Develops, monitors, and manages departmental and program-specific budgets. Tracks expenditures and revenue, ensures alignment with college financial policies, and coordinates closely with Business Services and Purchasing. Analyzes cost-effectiveness and identifies opportunities for budget efficiencies.
- Marketing and Community Outreach. Leads Continuing Education's marketing efforts, including management of social media, newsletter content, and public outreach materials. Coordinates with AWC Marketing but also independently creates CE-specific campaigns. Promotes training opportunities at events, community forums, and through digital platforms to increase program visibility and engagement.
- Supervision and Staff Development. Directly supervises the Coordinator of Corporate Training and provides high-level leadership and mentorship to the broader Continuing Education team. Leads recruitment, onboarding, and performance management processes for the department. Provides coaching, sets team-wide expectations, fosters a collaborative, mission-aligned team culture centered on service, accountability, and growth.
- Strategic Collaboration and Institutional Leadership. Participates in cross-departmental initiatives within the Entrepreneurial College and district-wide departments. Provides program metrics, performance reports, and operational insights to support institutional planning. Represents Continuing Education in advisory boards, employer councils, and campus-wide committees.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Bachelor's degree or higher and two years of experience delivering training programs
- Management and supervisory experience
- Applicants may indicate any additional language proficiencies in their application materials, including English/Spanish, as relevant to the position
- Preferred Experience in: adult or continuing education; implementing and managing educational technology systems; marketing or public relations; utilizing Ellucian Elevate, CRM systems, and workforce development databases; sales or employer partnership experience - Applicants may indicate any preferred experience in their application materials, as relevant to the position

Additional Eligibility Requirements:

- Arizona Driver's License or Equivalent

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week
- Monday-Thursday, 7:00 am-5:00 pm
- Work flexible schedule to meet the program, department, and/or institutional needs, which may include Fridays, nights, and/or weekends

Knowledge, Skills, and Abilities:

- Knowledge of and ability to interpret, apply, and follow college policies and procedures
- Knowledge of or ability to maintain organizational structure, workflow, and operating procedures
- Knowledge of workforce development trends, adult education principles, and industry certification frameworks
- Knowledge of grant compliance, workforce funding streams (e.g., AZ@Work}, and Eligible Training Provider List (ETPL} procedures
- Knowledge of supervisory principles, practices, and techniques
- Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications, Windows, college system platforms, software, and applications, especially those specific to the department operations
- Skill and ability to be self-directed and to manage one's own time
- Skill in performing a variety of duties, often changing from one task to another of a different nature
- Ability to complete all departmental and/or institutional mandatory training or development
- Ability to organize, prioritize, follow multiple projects and tasks through to completion, with close attention to detail
- Ability to work independently and contribute to a collaborative team environment
- Ability to provide assistance in a professional and supportive manner
- Ability to communicate effectively, verbally, in writing, and in a public setting, and to relate to others in a professional manner
- Ability to be flexible and supportive, positively and proactively assimilate change in a rapid growth environment
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to supervise and schedule the work of others
- Ability to adapt to a dynamic workload and demands
- Ability to lead cross-functional projects and collaborate with internal departments and external partners
- Ability to analyze program performance data and make strategic decisions based on outcomes and trends
- Ability to operate relevant equipment required to complete assigned responsibilities for the position
- Ability to adapt and maintain professional composure in emergent situations
- Ability to demonstrate integrity, professionalism, and civility in all job-related actions
- Ability to analyze problems, identify solutions, and take appropriate actions to resolve problems using independent judgment and decision-making processes

- Ability to establish and maintain positive, effective, and collaborative relationships with individuals at all levels of the organization, students, and the public

Work Environment:

- Inside office environment with normal noise and lighting levels
- Work is performed in an open office environment with staff, students, community contacts, and interruptions
- Working environment may include various locations across the service district, with varying noise levels, indoor and/or outdoor locations as needed to support program, department, or institutional needs

Physical Demands:

- Prolonged periods sitting at a desk and working on a computer
- Prolonged periods of standing and/or walking
- May lift, carry, push, and/or pull, at times, a minimum of 10 pounds

Travel:

- Required to travel to other locations using various modes of private, commercial, or fleet transportation, and as needed to support program, department, and institutional needs

Note:

- Reskilling and Technical Center
 - Benefits Eligible
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APPLICATION PROCEDURE:

The following materials must be uploaded at the time of application. Any materials submitted via e-mail, fax, or mail will not be accepted. Applications missing any of the below requirements will be considered incomplete and will not be reviewed.

1. Completed Application
2. Resume (no more than 3 pages)
3. Cover Letter
4. Unofficial Transcripts

ADDITIONAL DETAILS:

- The statements in this posting describe the general nature, level, and type of work performed by the individual(s) assigned to this classification and are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified.
 - The institution and its designated representatives reserve the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice
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ADDRESS INQUIRIES TO:

Arizona Western College

Human Resources

Phone: (928) 344-7505 / FAX: (928) 317-6001 / TTY: (928) 344-7629

Email: Human.Resources@azwestern.edu

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