



Workforce Specialist

Join a team committed to strengthening connections between education, industry, and community. Arizona Western College is seeking an organized and innovative professional who thrives in a fast-paced environment and enjoys supporting workforce initiatives, outreach efforts, and strategic partnerships. The Workforce Specialist plays a key role in building relationships with employers, community organizations, and educational institutions to expand career and training opportunities for students and the region. Become part of a team helping shape the future of workforce education and creating opportunities for students, employers, and communities alike.

Salary:

\$50,544– \$53,576 per year, depending on experience.

Summary of Function:

The Workforce Specialist provides support to the Entrepreneurial College, performing research and organizing tasks for the Executive Vice President of the Entrepreneurial College. As a connection point with community partners, employers, and other educational institutions, this role will assist in the EC's efforts to build partnerships to support current and new workforce and CTE programming. This person's research will help ensure partner satisfaction and inform new opportunities at the Entrepreneurial College. The Workforce Specialist will work together with the Executive Administrative Assistant to provide daily coordination of duties.

Typical Duties:

- Serves Students. Provides department-specific support through coordinated and concise communication, by phone, and electronically by utilizing communication to students, faculty, staff, and the general public regarding college and departmental information, in person and utilizing appropriate technology. Independently manages project timelines and milestones for workforce initiatives, resolving operational challenges and reporting outcomes to the EVP. Establishes priorities and project timelines independently and under the guidance of the EVP. Responsible for collaborating with community-based organizations, government agencies, and educational institutions to enhance the quality and scope of services provided. Engages in collaborative partnership and provides support in developing training programs, materials, and assists with the development and implementation of new initiatives.
- Provides support to the EVP in pursuit of optimizing the student experience through career connected learning and also building pathway partnerships with employers. Confers with supervisor regarding daily work schedule, priorities, appointments, other topics and supportive measures. Serves as a professional representative for the Entrepreneurial College at external committee meetings, synthesizing complex information to provide actionable briefings for leadership. Provides direct services to partners which may include organizing events, building partnerships, and coordinated communications to reach various audiences with messages about training opportunities at AWC and employment opportunities in the community.
- Supports and manages the planning, coordination, communications, and marketing for internal, community and outreach events relating to the Entrepreneurial College.
- Crafts, edits, and proofs correspondence, reports, memos, and other documents as assigned. Arranges travel for the Executive Vice President as well as purchasing and P-card reconciliations. Researches and verifies information for program reports and special projects. Supports in the management of the department website, posts department announcements through college publications, and develops presentations, posters and flyers for distribution. Assists with the marketing and publicity initiatives for the Entrepreneurial College in coordination with Marketing and Communications.
- Maintains a broad knowledge and deep understanding of the Workforce Development system. Provide logistical support-including notetaking, scheduling, research and follow-up tasks-for the EVP's service on external committees, commissions, taskforces, and other state and national-level engagements. Engages in duties and tasks which may result in occasional in-state and out of state travel.
- Support and participate in strategic planning initiatives and performs other duties as assigned.

Required Qualifications:

- Associates degree or higher in business or related field, and 4 years of increasingly responsible clerical experience, OR
- An equivalent combination of education and experience related to the duties of the role may be considered

Additional Eligibility Requirements:

- Arizona Driver's License

Classification:

- Exempt

Position Type & Work Schedule:

- Full-time, 12-month position
- 38 hours per week, in-person
- Monday-Thursday, 7:00am-5:00pm
- 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 the principles and practices of project management and the ability to apply professional judgment in a fast-paced environment
- Knowledge of and understanding of regional and national workforce data, industry clusters, and emerging employment trends to inform program development and partnership strategies
- 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 identifying, initiating, and sustaining high-level professional relationships with external stakeholders
- Skill in delivering compelling presentations to diverse audiences to promote the mission of the Entrepreneurial College and advocate for Career and Technical Education (CTE) pathways
- 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 rapid growth environment
- Ability to analyze complex research findings and translate them into clear, actionable reports or briefing documents for executive leadership
- Ability to maintain confidentiality of protected information and follow FERPA and privacy guidelines
- Ability to work in a fast-paced environment
- Ability to manage project deadlines
- Ability to adapt to a dynamic workload and demands
- 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
- 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 light at least 25 pounds amounts of weight

Travel:

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

Note:

- Yuma Campus
 - Working assignment and location dependent upon departmental and/or institutional needs
 - 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 (Degree based qualifications must be verified by submission of 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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