



Office of Human Resources
125 College Drive
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www.caspercollege.edu

Education for a Lifetime...

Casper College employees:

- * *Promote personal, professional and academic growth of the entire college community*
- * *Provide open access and affordability*
- * *Enhance a culture of trust, respect, and open communication among all participants*
- * *Encourage diversity of thought, culture and experience*
- * *Plan for the future in a context that reflects flexibility, innovation, tradition and sustainability*
- * *Provide service to community*
- * *Embrace accountability and responsibility*
- * *Foster and maintain an enriching campus environment*
- * *Celebrate and reward excellence*

Founded in 1945, the college campus is 28 buildings on more than 200 acres overlooking the city of Casper. With about 170 full-time and about 100 adjunct faculty, the college serves more than 4,000 students with nearly 150 degree, technical and career programs.

Selection Process

Receipt of your application will be acknowledged. For most positions, soon after closing date, application materials are reviewed, interviews conducted, and selections made by a committee. Applicants may call or e-mail the Human Resources Office to inquire regarding the status of the selection process.

Workforce Development Specialist Position Opening

This position, as a part of a team, works under the direction of the Dean of Continuing Education with responsibility for the operation of the Center for Training and Development programs.

Duties Include:

- Working directly with the Dean, the Workforce Specialists will maintain a presence in the community to build client base, ascertain specialized training needs and manage ongoing relationships with existing clients.
- Select and plan delivery of continuing education courses; special projects, events and programs; interview and select instructors and presenters.
- Manage financial aspects for special projects, and programs managed by the Center, including contracts and budgets.

Qualifications:

- Associate's degree or equivalent college coursework (bachelor's preferred) in business or related fields.
- Three years experience working with clients in a business environment; experience with needs assessments, budget management, account management, and program design, delivery, and evaluation.
- Promote and participate in a positive, customer oriented, work environment; think creatively; work to meet clients' needs.
- Computer proficiency of standard software applications
- Demonstrated ability to organize, work with minimal supervision, and communicate effectively.
- Possess valid driver's license and good driving record.

To apply please submit:

- Completed Casper College staff application form
- Letter of interest addressing qualifications for position requirements
- Current resume
- Copies of transcripts from all college work

Announcement date: January 25, 2010

Applications accepted through: February 8, 2010

Desired starting date: As soon as possible

Compensation: Classified Staff Grade 12, annual starting \$34,163

NOTE: This is a 12 month, 40 hour per week position eligible for full benefits