



Title: Workforce Training & Development Coordinator

Job ID: 252620710101

Campus: Uvalde

Closing Date: February 5, 2026

Job Summary: Responsible for the overall duties associated with coordination of assigned functions of the Office of Workforce Training and Development and is directly responsible to his/her Director and Dean for the following.

Key Responsibilities:

1. Assist the Director in developing relationships with community and regional agencies to support the department's goals and objectives. Cooperate with and support regional economic and workforce development initiatives, such as Tech-Prep, School-to-Work, WIA, Workforce Board, etc.
2. Maintain a close working relationship with Chambers of Commerce, Directors of regional economic development organizations, etc.
3. Establish collaboration and liaise between employers and the Office of Workforce Training and Development to promote and deliver employee training courses.
4. Responsible for developing new programs, courses, workshops, and seminars based on demand occupations and economic development trends within the College's service delivery area.
5. Deliver presentations to businesses, clubs, organizations, and institutions to market the College's workforce and economic development resources. Assist in developing media advertising and other communication alternatives to inform the public of the College's workforce and economic development efforts.
6. Assist in coordinating delivery for all workforce training programs, courses, workshops, and seminars as assigned by the Director. Assist in assuring all workforce education files are complete.
7. Provide specific assistance in the operation and coordination of Program(s) to include student recruitment, assessment, enrollment, and placement, along with faculty/staff management as requested by the Director.
8. Assist and coordinate student registration and collection of fees for all workforce training courses.

Classification: Full-time, Exempt

Department: Workforce Development

Salary: Professional Group III, 12-month position. Commensurate with education and experience.

Other Benefits: Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

QUALIFICATIONS

Education: Bachelor's degree in a related field is required/or equivalent.

Experience & Training: Four (4) years of experience in an equivalent or similar position. Experience with facilitating training, workshops, presentations, and meetings for employees and public groups.

Strong computer skills and proficiency in Microsoft Office programs, including Outlook, PowerPoint, Word, and Excel. Excellent communication skills, including public speaking and written communication. Creative approach to gathering and sharing information with a wide range of audiences.

Additional Qualification Requirements: Must be able to demonstrate experience working effectively with individuals from diverse backgrounds. Must have excellent English, writing, and oral communication skills. Must possess required knowledge, skills, abilities, and experience and be able to explain and demonstrate, with or without reasonable accommodation, the essential functions of the job. The candidate must be authorized to work in the U.S., provide verifiable credentials, and successfully complete the background checks specified for the position. Must have a valid driver's license and be insurable through SWTX insurers. Travel is required to other locations served by the college.