

ANNOUNCEMENT OF VACANCY

ANOKA-RAMSEY COMMUNITY COLLEGE
Campuses in Coon Rapids and Cambridge, Minnesota

Customized Training Representative

Unclassified Full time
Coon Rapids Campus

APPLICATION DEADLINE: All application materials must be received in our office by July 2, 2009.

STARTING DATE: As soon as can be arranged.

RESPONSIBILITIES: The Director of Continuing Education and Customized Training is responsible for new business development through **outside sales** of education/training programs to potential and existing clients in the public and private sector, with an emphasis in the medical device industry. As part of the business development process the incumbent will oversee the development and delivery of products and services to ensure they are tailored to the specifications of the customer and the marketplace. The position also exists to form partnerships with businesses, educational organizations, and government and state agencies by meeting and/or developing training for a skilled workforce. The incumbent will be expected to consult, assess, coordinate, provide program development, and serve as a project manager when necessary.

We are seeking individuals to enhance the institution as a "College of Choice."

QUALIFICATIONS: Requires a minimum of one (1) year experience in a sales related position, three (3) years experience as a manager, trainer, or consultant, and a Bachelor's Degree. Applicants must be computer literate, and demonstrate good writing and customer service skills evidenced through the application process.

PREFERRED
QUALIFICATIONS:

A Master's Degree. Familiarity with a state agency environment and the regulations governing grants and partnerships is a plus. A thorough understanding of project management, training program development and coordination preferred. Experience working with diverse populations. Knowledge of the medical device industry.

Successful candidates will possess and demonstrate the necessary skills and commitment that support one or more of the college's strategic objectives as stated on our website at http://www.anokaramsey.edu/strategic_planning/index.cfm
Candidates of diverse backgrounds and diverse experience are strongly encouraged to apply.

NOTICE: In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business, whether using a, rental or state vehicle, shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.

GENERAL INFORMATION: Anoka-Ramsey Community College, with campuses in Coon Rapids and Cambridge, has been a leading provider of higher education and training in the north suburban area of Minneapolis/St. Paul and East Central Minnesota since 1965. Annually, the college serves more than 10,000 credit learners of all ages as they pursue associate degrees that transfer as the first two years of a bachelor's degree or certificate programs that lead immediately to rewarding careers. CE/CT serves more than 4,800 non-credit learners. The salary range for this position is \$43,222 to \$76,588, depending upon education and experience. Excellent fringe benefits. Anoka- Ramsey Community College is a member of the Minnesota State Colleges & Universities System.

APPLICATION To apply please fill out the Anoka Ramsey Community College on line application form and upload the following documents: letter of application, current resume, unofficial/official college transcripts at <http://appgo1.outtech.com/hr/anokaramsey.jsp>

No paper Applications will be accepted.

INTERVIEWS: Interviews will be scheduled by the college after initial screening of applications. Travel expenses are to be paid by the candidate.

It is Anoka-Ramsey Community College policy to insure that the selection process for this position is accessible to all candidates. Please contact the Human Resources Office, (763) 433-1160, to obtain these materials in an alternative media and/or to request a reasonable accommodation during the selection process.

Anoka-Ramsey Community College is an equal opportunity, affirmative action educator and employer.