

# Arkansas Department of Career Education

## WAGE Coordinator Job Vacancy Announcement

Recruitment Period: Tuesday, April 14, 2015, through Friday, May 1, 2015

Classification Title: ACE Program Advisor Position Number: 22080351 Class Code: E062C

Grade C122 Entry Level Salary: \$41,159

The Arkansas Department of Career Education (ACE) is recruiting for an ACE Program Advisor position that will function as the Workforce Alliance for Growth in the Economy (WAGE™) Coordinator. This position is assigned to the Division of Adult Education, Three Capitol Mall, Little Rock, Arkansas 72201.

Please read the WAGE Coordinator functional job description for education and experience requirements, specific job duties, and responsibilities which is attached to this announcement.

### Employment Application Procedure

Apply through the Arkansas State Jobs website, [www.arstatejobs.com](http://www.arstatejobs.com). Upload your resume with your employment application. Respond to all questions that are posted for the WAGE Coordinator position near the end of the electronic application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1121, for assistance.

Applications and resumes will be subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website, [www.arstatejobs.com](http://www.arstatejobs.com), by 11:59 p.m., Friday, May 1, 2015.

The Arkansas Department of Career Education is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

## **Arkansas Department of Career Education, Division of Adult Education**

**WAGE Coordinator Functional Job Description, Position Number: 22080351**

**Classification Title: ACE Program Advisor Class Code: E062C Grade: C122**

### **Position Summary**

The ACE Program Advisor will function as the Workforce Alliance for Growth in the Economy (WAGE™) Coordinator, for the Division of Adult Education. This position will lead and direct the operational management of the state WAGE programs. WAGE certificate programs provide incumbent workers with skills to enhance their education and training. This position will provide technical program support for approximately twenty-three (23) adult education centers. This position will be expected to increase that number by ten percent (10%) each year. Statewide travel is required.

The WAGE Coordinator will develop and maintain collaborative, strategic partnerships with local businesses and industries to support economic development. This position will serve as a consultant to local businesses and industries, to identify and develop training and technical assistance needs for WAGE students.

### **Education and Professional Work Experience**

The formal education equivalent of a bachelor's degree in Education, Business Administration, in a field that is directly related to the assigned program area, plus four years of experience in the field of education or a related field.

A Master's degree is preferred in Education, Business Management, Public Administration, or a closely related academic discipline. Teaching experience or employee development experience, curriculum development, and/or industrial training experience is needed. Current/Previous experience in developing collaborative relationships, relative to workforce training needs, is necessary. Such experience should include working with local industries, community, and collaborative private and public partnerships.

This position requires the ability to analyze data to prepare qualitative and quantitative reports. Proficiency in Microsoft Office applications is essential.

The WAGE Coordinator must demonstrate initiative as a self-starter, be analytically astute, exercise responsible judgment, and highly motivated to competently achieve performance expectations with minimal supervision. A high level of integrity is essential to be successful as a WAGE Coordinator. The candidate must effectively communicate orally and in writing. Public presentation experience is needed. Management and organizational skills are required, with attention to detail.

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Administrative support responsibilities will not be accepted for the professional work experience requirement for the WAGE Coordinator position.

**Job Duties and Responsibilities**

Lead and direct operational management of state WAGE certificate programs, which provide skills and enhancement training for incumbent workers.

Develop and sustain collaborative, strategic partnerships with businesses and industries to support economic development.

Prepare grant requests, coordinate funding sources, and ensure funds are expended according to established regulations.

Develop contacts and serve as a technical consultant to businesses and industries to identify training and technical assistance needs, and to propose solutions.

Develop and maintain current employer data base information. Maintain a working knowledge of labor market trends. Conduct salary surveys of WAGE students.

Develop and maintain a Quarterly WAGE newsletter.

Monitor and approve federal and state grant budget amendments, expenditure reports, and project applications for adult education and literacy council programs.

Review and analyze program specific-data for approval. Interpret federal and state regulations and prepares comprehensive reports. Analyze and report year-end data.

Ensure WAGE Centers comply with federal and state policies through education and technical assistance.

Coordinate, conduct, and evaluate the effectiveness of education and training improvements to comply with federal and state regulations.

Assume a lead role to evaluate the effectiveness of programs and services through annual on-site visits, program reviews, and desk audit to ensure program compliance.

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Collaborate and counsel local program administration personnel regarding violations, recommendations, and commendations.

Review the status of accountability reports. Identifies and analyzes problems and propose feasible, cost-effective solutions.

Conduct workshops and presentations during local meetings and professional conferences. The WAGE Coordinator will represent the agency at meetings, workshops, and conferences upon request.

Preserve the integrity of all employee, client, and student confidential information.