

VINCENNES UNIVERSITY POSITION DESCRIPTION
BUSINESS & INDUSTRY
Amazon Apprenticeship Coordinator – Industrial Maintenance
Training

(Full-time Professional Staff, Vincennes, Indiana)

PRIMARY FUNCTION:

To provide administrative support and coordinate scheduling for the Vincennes University Industrial Maintenance training programs.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The Coordinator position requires a commitment to providing quality service by ensuring the timely coordination of all Industrial Maintenance training with several internal departments and external services. The following duties account for the essential duties and responsibilities of the position:

- Coordinate and prepare all Industrial Maintenance Training program/seminar kick offs
- Coordinate to have all classes entered into AceWare
- Enter all Amazon students into Banner system
- Coordinate with IT in the creation of courses for each cohort in Banner and Blackboard
- Schedule and plan proctored PMMI exams for the Amazon Apprenticeship program.
- Schedule and administer PMMI exam retakes as needed for the Amazon Apprenticeship program.
- Track and chart all PMMI exams per cohort comparing results between cohorts and other Amazon MRA training locations
- Assist MRA Training Manager with preparation of Assessment data and reporting forms
- Download and finalize all course evaluations and program evaluations from Blackboard site
- Serve as a liaison between the VU MRA Manager, University Housing, University Dining Center, VU Police Department, Library and Testing Center, VIP transportation, and VU leadership.
- Prepare syllabi, tests, classroom and lab materials, and letters as needed.
- Collaborate with team members to develop and improve operational strategies for the Amazon Apprenticeship Program and other Industrial Maintenance training programs
- Evaluate students' academic records to ensure all requirements for graduation have been met and prepare individual Petitions to Graduate for review by MRA Training Manger
- Coordinate and prepare all Industrial Maintenance completion activities, ceremonies and documents
- Coach, challenge and encourage learners through disruptive life events and obstacles through discussion of options to support student success.
- Assist MRA Manager in analyzing program outcomes and recommend action to leadership team.
- Provide efficient and consistent tracking of student service/advisement by maximizing the use of computer system (i.e., Lotus Notes, Banner Sct. ACEware, Salesforce, etc.).
- Maintain a working knowledge of the University's degree requirements, general education requirements, university and student policies, and procedures.
- Design, develop, and implement effective plans for the retention of Amazon Apprentices to the AS Degree in Apprenticeship Technology.
- Serve as student advisor for the AS Degree in Apprenticeship Technology.
- Schedule, order, track, receive and inventory all consumable supplies for Industrial Maintenance training to include books, lab supplies, classroom supplies, equipment repair, software updates, etc.
- Assist MRA Manager in preparation for monthly department meetings

- All other duties as are necessary to manage the outreach function in an efficient and beneficial manner.

EDUCATION: Associate's degree preferred.

EXPERIENCE: Proven success and experience in scheduling,

- Knowledge of corporate and business and industry training programs is preferred.
- Experience with educational programming and familiarity with adult learner education is desirable.
- Experience in at least one of the following areas:
 - Academic advising
 - Continuing education
 - Enrollment management
- Strong work ethic, able to meet critical deadlines.
- Extremely detail oriented
- Ability to work in a team environment.
- Ability to maintain orderly work environment, overall excellent organizational skills.
- Well modulated voice, neat & clean in appearance.

MATHEMATICAL SKILLS: Skills appropriate to effectively forecast needs, and generate reports.

COMPUTER SKILLS: Strong knowledge and experience in PowerPoint, Word and Excel

REASONING SKILLS: Strong problem-solving skills.

INTERPERSONAL

SKILLS: Excellent oral & written communication skills. Friendly, outgoing, respectful attitude.

POSITION LOCATION: Indiana Center for Applied Technology, Vincennes University, Vincennes, Indiana

Interested applicants should submit the following, in order, via email as one pdf document: a cover letter, resume, and contact information for three references. **Title Format: LastName_FirstInitial_resume** to jobs@vinu.edu or hard copy application materials may be mailed to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period. While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.

Please note the selected candidate will be required to submit to a criminal history background check.

Vincennes University is an Equal Opportunity and Affirmative Action Employer