Job Description

Job Title: CDL Coordinator  
FLSA Status: Exempt  
Grade: N/A  
Department: CTE-Workforce & Community Development  
Reports to: Dean of Career & Technical Education, Travis Grubb

Job Summary

The Coordinator, CDL Program position is full-time, benefited position is responsible for program operation, student assessment and tracking, scheduling, student support, supervision, leadership, community outreach and maintenance of internal and external partnerships.

Essential Duties and Responsibilities

- Oversee all aspects of GCCD's non-credit CDL program, including testing.
- Monitor and develop knowledge of current and future workforce demands in our region and state.
- Assist in marketing the CDL training program.
- Identify and hire part-time subject matter experts to write and deliver curriculum.
- Develop training schedules and customized training summaries; monitor student progress and support the driving instructor(s) in the development of remedial student solutions.
- Monitor trainings for continuous quality improvement; monitor budgets; work and communicate with other members of the consortium on a regular basis.
- Serve on related internal and external committees in our region and state.
- Perform personnel duties such as hiring staff and classroom observations.
- Cultivate and maintain relationships with employers and coordinate employer presentations for students at least once during the program.
- Plan and assign the program schedule to meet student needs, including instructor workloads, schedules, program meetings, and student program placements in accordance with College policy and procedure.
- Assist in the recruitment, selection, supervision, training, mentoring, and evaluation of program part-time staff and instructors.
- Manage, support, and monitor student recruitment, admissions, selection and advising processes.
- Work with students and instructors to provide the best opportunity for student success.
- Provide mentorship, development, and timely feedback for all employees in the program.
- Oversight and guidance of student evaluation and ensure the effectiveness of program instruction.
- Mediate employee, student, class, and training issues to resolve student, faculty, or employee conflicts.
- Audit students for graduation and/or certification and submit documentation to internal and external stakeholders.
- Coordinate program review activities and maintain program materials including student, course, equipment, and program areas.
• Assist graduates in securing employment through ensuring completion of professional classes, job search strategies, and support with coordinating externships and mock interviews with employers.
• Develop and maintain program operational, student, compliance, and assessment records in accordance with procedures/policy.
• As required, generate reports to various College departments, government regulatory entities, including notification of any significant college/programmatic changes.
• Oversee and develop maintenance procedures for program facilities and equipment to meet all applicable state and federal regulatory requirements.
• Ensure program operates in accordance with policies and procedures, OSHA, Hazardous Communication, FERPA, state law, and applicable standards.
• Provide overall program status updates to the assigned supervisor, stakeholders, and/or School Dean, as requested.
• Work collaboratively with community agencies, business, and industry, other GCCD schools/departments, program stakeholders, and Outreach and Workforce Development staff.
• Develop marketing campaigns for training programs.
• Support Technical Program Manager in organizing Advisory Committee meetings.
• Assist in the development of a community-wide workforce assessment plan.
• Collaborate with the assigned supervisor and/or School Dean to align program operations, budget, and resources with college initiatives and strategic plan.
• Oversight of developing, maintaining, and procuring equipment, materials, repairs, and facilities in accordance with college policies.
• Assure all equipment is in safe working order and meets all applicable safety protocols, state, and federal regulatory requirements.
• Report safety concerns, incidents, and/or emergencies to the required entities, per procedure.
• Maintain currency of legislative, regulatory, legal and practice issues affecting the program education, students, and the respective profession.
• Maintain and develop program information to align with College and Department standards; this includes program and student handbooks, curriculum, syllabi, program website, catalog descriptions, graduation and promotional materials, etc.
• Initiate, review, and manage software, equipment, service, and facility contracts related to the program.
• Other tasks may be assigned based on contemporary institutional need.

Knowledge, Skills, and Abilities Required by the Position

• A strong commitment to the mission of Gillette Community College
• Demonstrated excellent communication, interpersonal and leadership skills; ability to work independently with little direction.
• Demonstrated organizational skills in handling, directing, and prioritizing multiple and complex assignments/projects and maintaining records.
• Ability to establish and maintain positive and effective working relationships with students, College employees and the public.
• Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and other groups.
• Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
• Ability to work effectively in a team environment with a customer service focus.
• Ability to perform and excel in a high-tech all-digital environment.
• High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
• Ability to handle sensitive and extensive confidential data.
• Problem solving skills and the ability to lead, instruct, handle a large variety of details and to work with all levels of organization.
• Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

Working Conditions/Physical Requirements

• Prolonged periods of sitting at a desk
• Must be able to lift up to 20 pounds.

Supervisory and Management Responsibility

• None

Minimum Qualifications

• High School diploma, GED, or equivalent
• Five years of Class A CDL experience
• Must possess and maintain a valid Class A CDL License with the following endorsements and be able to be insured by the College's insurance provider:
• Hazardous materials o Tankers
• Licensed and ability to operate a manual 10 or 13 speed manual transmission.
• Must provide a current US DOT Medical Certificate provided by a registered medical examiner who is registered in the FMCSA Clearinghouse system.
• Individual must be registered in the FMCSA Clearinghouse system.
• Must be able to pass a pre-employment drug screening and able to participate in random drug screening program as required by FMCSA.
• Applicant must provide a Motor Vehicle Record indicating that the applicant "Commercial Status" reflects "Licensed."
• Applicant must certify that they were never disqualified from operating a commercial vehicle based on Title 49 — Y Subtitle B Chapter III → Subchapter B → Part 383 → Table 1 to 383.51
• Must provide proof of minimum five years of CDL driving experience and provide a motor vehicle record going back 10 years which must including records from previous states (if applicable)

Preferred Qualifications

• Associate degree from a regionally accredited institution in Business, Management, Transportation Logistics, or a closely related field.
• Two years of instructional experience in a CDL training program
• Strong computer skills
• Experience in both local, and over-the-road driving
• Experience in both Doubles and Triples
HOW TO APPLY:
In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at https://gillettecollege.org/about/careers), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to tgardner@gillettecollege.org.

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