

**WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION
POSITION DESCRIPTION**

Working Title	Curriculum Developer (NAFTC217)
Department	National Alternative Fuels Training Consortium (NAFTC)
Position Location	Morgantown/Monongalia
Position Terms	Full-time (40/hpw), benefit eligible
ARRA Funded	

Purpose

The purpose of the position is to develop, enhance, or revise and/or project manage the development, enhancement, or revision of curricula and other instructional materials; coordinate educational content; and incorporate current technology in specialized fields that provide guidelines to educators and instructors for developing curricula and conducting courses.

Serves as a resource contact relative to alternative fuel vehicle training curricula. Independently uses professional concepts and techniques, as well as organizational policies to solve a wide range of moderate to complex problems in imaginative and practical ways. In-depth skills, knowledge, and abilities in coordination of education content and interpretive abilities, as well as some creativity, are required to successfully perform duties. Work effort often addresses non-routine matters within established protocol, guidelines, and/or policies. Work effort has significant impact on client services and operations, producing moderate to major organizational, legal and financial results and/or liabilities. Position duties require oversight of projects or programs, including coordination of work by others providing support of communication objectives.

Duties & Responsibilities

Responsibilities are functional in nature, and performed under limited supervision. Specific tasks include, but are not limited to:

- 1) Develops, evaluates, revises and enhances alternative fuel and advanced technology vehicle training curricula and materials for the National Alternative Fuels Training Consortium (NAFTC).
- 2) Develops, implements, and administers the process and preparation of curricula materials, following the NAFTC curriculum development process.
- 3) Participates in development of proposals to submit to potential funding agencies.
- 4) Develops Requests for Proposals (RFPs) for curriculum development conducted outside of the NAFTC.
- 5) Leads training development, revision, and enhancement teams working under contract to the NAFTC Headquarters.
- 6) Reviews and assesses existing training programs for alternative fuel vehicles (AFVs) /advanced technology vehicles and designs and conducts needs assessment surveys.
- 7) Collects training materials from other organizations and institutions to evaluate content to potentially implement within the NAFTC.
- 8) Visits classrooms to observe and evaluate the effectiveness of instructional methods and materials. Evaluates teaching techniques and recommends changes for improvement.
- 9) Confers with teaching and administrative staff to plan and develop curriculum designed to meet needs of students and the AFV industry.

- 10) Researches and writes various materials relating to NAFTC curriculum development, including articles for the NAFTC eNews, CAReport and external industry publications.
- 11) Will oversee graduate assistants and contract personnel in the development of curriculum.

Supervisory/Lead Role

Position reports to the Assistant Director - Training & Curriculum Development. Normally receives no instructions on routine work, general instructions on new assignments. May determine methods and procedures on new assignments. General sharing of knowledge and team participation is expected in the role. Program, project or activity lead and work coordination responsibilities will occur in this position. Guidance or supervision of others is required.

Physical Demands

Work is physically comfortable. Employee may be required to travel nationally on a frequent basis and possibly internationally. Other physical considerations include: to lift and carry up to 50 lbs, travel, sit, and file. May occasionally require reaching to high or low places. Must be able to operate standard office equipment including a computer, copy machine, printers, telephones, faxes, and others.

Work Environment

Normal work will be in a typical office environment. Activities will also be in laboratory and shop settings in order to develop and evaluate training activities, and will place the incumbent in contact with those items normally encountered in an automotive shop environment.

Requisite Qualifications

Education and/or Experience

- 1) Master's degree in technology education or related field;
and
- 2) five years experience in the development of curricula;
or
- 1) Equivalent combination of education and experience.

Skills, Knowledge Abilities

- 1) Demonstrated technical writing skills.
- 2) Demonstrated ability to use Microsoft Office suite.
- 3) Demonstrated ability to use desktop publishing software, Adobe InDesign preferred.
- 4) Demonstrated knowledge of adult education curriculum and training development, instructional design and a transfer of learning techniques.
- 5) Ability to communicate effectively with AFV industry professionals, government regulatory officials, NAFTC National Training Centers faculty and staff and other NAFTC audiences.
- 6) Advanced knowledge of curriculum development processes and procedures.
- 7) Knowledge of marketing and promotion techniques.
- 8) Demonstrated ability to communicate effectively both orally and in writing.
- 9) Ability to translate and format training materials to enable distance learning and computer-based training.

- 10) Ability to research and collect complex information through literature searches and personal interviews.
- 11) Ability to write reports, articles, etc.
- 12) Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- 13) Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- 14) Ability to compute rate, ratio and percent and to draw and interpret bar graphs.
- 15) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 16) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- 17) Demonstrated ability in problem solving, especially in high stress situations..
- 18) Demonstrated ability to operate effectively in a fast-paced high –volume environment..
- 19) Ability to work independently, exercising good judgment.
- 20) Ability to maintain confidentiality.
- 21) Ability to maintain proper attendance and appropriate punctuality standards in a flexible work environment; dependable work ethic.
- 22) Ability to design, develop, edit and format graphics and charts.

Behavioral Competencies

- 1) Technical skills – Strives to continuously build knowledge and skills; pursues training and development opportunities; assess strengths, weaknesses, and shares expertise with others.
- 2) Problem solving – Gathers and analyzes information, identifies problems, develops alternatives, uses reason even when dealing with emotional topics and works well in groups and resolves matters timely.
- 3) Internal & External Customer Service – Manages difficult or emotional matters with objectivity and openness; responds promptly to needs and requests for service and assistance; meets commitments and dates, notifies others if change occurs; provides, solicits and applies feedback; and builds goodwill through balanced contributions, positive approach, respect and support of others.
- 4) Communications – Demonstrates group presentation skills, participates in meetings, listens and gets clarification, is responsive and speaks clearly and persuasively in positive and negative situations. Writes and edits clearly and informatively, varies style to meet needs, presents numerical data effectively, and able to read and interpret written information.
- 5) Organizational Support – Aligns work and develops strategies to meet organizational goals; seeks to improve and promote quality; demonstrates accuracy and thoroughness; and upholds organizational expectations and values.
- 6) Self Management – Responds to management direction; resourcefully adapts to changes in work environment and circumstances; responds well under pressure and manages competing demands; takes calculated risks, asks for and offers help when needed; exercise discretion and sound judgment; is tactful and responsible for own actions.

Preferred Qualifications & Credentials

Education and/or Experience

- 1) Knowledge of Alternative Fuel and Advanced Technology Vehicles