

**WEST VIRGINIA UNIVERSITY RESEARCH CORPORATION**  
**POSITION DESCRIPTION**

<b>Working Title</b>	Assistant Director - Training & Curriculum Development
<b>Department</b>	National Alternative Fuels Training Consortium (NAFTC)
<b>Position Location</b>	Morgantown/Monongalia County
<b>Position Terms</b>	Full-time (40 hpw), benefit eligible

**Purpose**

This position provides senior level administrative leadership for the NAFTC by directing the development of curricula and training programs. This position maintains curriculum development and training coordination and collaboration with the National Training Centers (NTCs) of the NAFTC, NRCCE, WVU, industry trade organizations and other organizations that interact directly or indirectly with the NAFTC.

Responsible to plan, direct or coordinate NAFTC training and curriculum development activities, including management of daily operations and resource stewardship consistent with business objectives. Provides operational leadership; requires creativity, depth skills, knowledge and interpretive abilities to effectively resolve complex problems. Supervises and coordinates the activities of others responsible for the performance of various duties in support of core business operations. Work effort has significant impact on personnel, budget and operations, producing major organizational, legal and financial results and/or liability.

**Duties & Responsibilities**

Responsibilities are executive in nature, and performed with nominal supervision. Specific tasks include, but are not limited to:

- 1) Supervises the conduct of the curriculum development process, the training and education workshops and seminars, and dissemination of NAFTC training programs.
- 2) Assesses, identifies, and administers curricula needs as dictated by funding deliverables and/or market needs.
- 3) Creates and executes project work plans for sub-contracts for outside agencies that will accomplish work plan deliverables.
- 4) Ensures the achievement of milestone deliverables for Cooperative Agreements, Grants and other funding awarded to West Virginia University through the NAFTC management.
- 5) Recruits and manages contract trainers.
- 6) Manages the curriculum and training team.
- 7) Coordinates with funding agencies on modification of deliverables as required.
- 8) Researches and makes recommendations of new funding sources.
- 9) Manages the development of proposals for Cooperative Agreements, Grants, and other funding mechanisms.
- 10) Develops training and development budgets for the proposals.
- 11) Coordinates schedules for work plan/proposal submissions and directs the preparation of documents.
- 12) Participates in national, regional or state conferences, exhibitions, workshops, special events and meetings representing the NAFTC.

- 13) Conducts presentations at conferences, exhibitions, workshops and meetings as required and/or directed.

### **Supervisory/Lead Role**

Reports to the Executive Director. Directs and coordinates operational function(s) of the organization under general guidance of an administrator. Typically determines methods and procedures on new assignments. Personnel supervision and work coordination of subordinate managers, supervisors and or employees is required. In addition, general sharing of knowledge and team participation is expected in the role. Program, project or activity lead responsibilities may occur or be assigned in this position.

### **Physical Demands**

Requires the ability to stand, walk, sit, have manual dexterity and feel, reach, talk, and hear. Activities are predominantly non-manual. Employee will be required to travel nationally on a frequent basis, and possibly internationally. It will be necessary for the incumbent to be able to lift/carry up to 50 lbs., and occasionally reach to high or low places in order to lift equipment. Walking, standing and filing are required, and the ability to stand for long periods of time in a classroom and shop/lab environment. Activities require manual skill to provide and/or alter services and/or products.

### **Work Environment**

Normal office environment with regular travel exposing incumbent to varying weather conditions.

### **Requisite Qualifications**

#### Education and/or Experience

- 1) Bachelor's degree in a related field of study;
- 2) three to five years of experience in the field of training including course design, development and adult education/learning styles;
- 3) five to ten years experience managing multiple level professional personnel;
- 4) experience preparing and overseeing operational budgets;
- or
- 1) an equivalent combination of education and experience.

#### Certifications, Licenses, Registrations

- 1) Valid driver's license

#### Skills, Knowledge Abilities

- 1) Outstanding communication and presentation skills.
- 2) High level of interpersonal skills and integrity.
- 3) Strong coaching and leadership skills.
- 4) Proficiency in Microsoft Office Suite.
- 5) Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- 6) Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

- 7) Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- 8) Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- 9) Demonstrated ability to write reports, business correspondence, and procedure manuals.
- 10) Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- 11) Ability to apply concepts such as fractions, percentages, ratios and proportions to practical solutions.
- 12) Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 13) Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- 14) Travel required accomplishing position objectives.
- 15) Demonstrated ability to work in a team environment and provide effective communication with the team.
- 16) Demonstrated ability to supervise direct reports and to coordinate teams composed of non-direct-reporting staff.

#### 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; is tactful and responsible for own actions.

**Preferred Qualifications & Credentials**

- 1) experience with alternative fuel/advanced technology vehicle training
- 2) knowledge of desktop publishing