Position Description

Job Title: Director, Industry Advocate, Aviation/Manufacturing  
Division: Academic Affairs  
Department: National Aviation Consortium (NAC) Grant  
Last Update: 04/29/2013  
Supervisor’s Position: VP, Academic Affairs  
FLSA Status: Exempt

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position.

Job Summary:
The Director, Industry Advocate Aviation/Manufacturing position will bridge the connection between the college and the Industry Advocate Team employers. This position will be embedded into the industry human resource network to serve the employers while maintaining a link to the college. This position will develop employer partner relationships that support an effective coaching approach with students. This position will connection with the students during their certification training, through the employment interview process and follow along to post employment. They will identify gaps in training; monitor and problem solve retention rate issues at college and employer level and track students’ post-employment. This position will serve as a liaison to the Wichita Workforce Center in order to leverage resources/funding and align services to meet the needs of both employers and job seekers and work closely with Executive Director of the Wichita Workforce Center.

This is a 3 year grant funded position – grant initiated October 2012.

Essential Duties and Responsibilities:

- Establish and grow relationships with employers and students in order to build bridges to future long term job retention.
- Build long-term relationships with key businesses and associations in key industry clusters.
- Serve as internal champion and liaison.
- Coordinate and support job placement activities.
- Provide assistance to the employer community in meeting their workforce development needs.
- Convene meetings of business cluster members, identify emerging occupations and associated skillsets within the industry, identify immediate and future hiring needs and human resource challenges, and disseminate information to workforce partners, economic development partners and to the college to define career opportunities within the industry.
- Identify and advise students who are at risk.
- Monitor and resolve student retention rate issues.
- Assist students in developing individualized post-employment plans suited to their educational and training needs, and provides post-employment career counseling.
- Track data for all students participating under NAC grant.
- Conduct follow up projects for a minimum of one year for employed participants, capturing and documenting retention milestones.
- Participate as a member of a team responsible for ensuring that outcome based performance standards are met.
- Be an active member and participant of the Workforce Center Business Services Team.
Follow up with partners and businesses to make sure promised services/resources were satisfactorily delivered.

Define ways to provide services to exceed businesses’ expectations.

Assist companies with similar identified needs to create joint solutions and develop best practices.

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**Required Knowledge, Skills, and Abilities**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Ability to communicate effectively, prioritize work flow, work well with minimum supervision, and accept responsibility for total task completion.
- Ability to identify and problem solve issues.
- Ability to use standard computer programs.
- Knowledge of local job market.
- Ability to maintain accurate reports and other records.
- Knowledge of social resources within the community.
- Ability to work closely with other members or a team for common goals.

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**Education and Experience:**

Qualifications include graduation from an accredited four-year college or university. Prefer a minimum of five years of human resources and/or industry experience in aviation/manufacturing. A demonstrated ability to establish and maintain a professional working relationship with a wide variety of individuals coming from diverse backgrounds. Must be able to work a varied work schedule to accommodate the needs of the adult student.

**Working Conditions:**

Daily attendance is required to meet the needs of the grant requirements, and to interface with grant partners, college co-grantees as well as outside organizations. Attendance is required at all NAC meetings and conference calls. Long periods of sitting or standing will be required. Sufficient vision and hearing are required to complete the work and interact with grant partners and the public. Work schedules will be as needed to accomplish assigned duties. Independent travel by car and public carrier is required. Must be able to work in a multi-tasked high volume environment, managing multiple and competing priorities. Some weekend and night work is required.

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Employee Acknowledgement ___________________________ Date ___________________________

Supervisor Acknowledgement ___________________________ Date ___________________________