POSITION AVAILABLE: Workforce Grant Project Coordinator

DATE POSITION AVAILABLE: immediately

APPLICATION DEADLINE: Applications will be reviewed as received and accepted until position is filled. Deadline for first consideration is December 4, 2015.

POSITION ASSIGNMENT: The Project Coordinator works under the supervision of the Director of Workforce and Community Education.

Specifically, the position functions are, but not limited to:

1. Facilitate the planning phase of the project in partnership with the Director of Workforce and Community Education and the Dean of Instruction.
2. Plan and implement the credential system for high school students that will provide pathways into Aerospace Defense careers.
3. Collaborate with the high schools, college administration, and industry leaders.
4. Responsible for the required paperwork and reporting.
5. Other related duties as assigned.

MINIMUM QUALIFICATIONS:
- Bachelor’s Degree or higher in a related field;
- Knowledge in Aerospace Defense or related industry;
- Ability to research and analyze information;
- Ability to be a positive productive team player;
- Background check required.

SALARY: $25,000 (this is a temporary, grant funded position)

DATE OF NOTICE: November 16, 2015

APPLICATION PROCEDURE: Send a completed SAU Tech application, resume, and official license/transcripts to:

SAU Tech Human Resources Office
P.O. Box 3499
Camden, AR  71711
(870) 574-4481
humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applications from qualified women and ethnic minority group members are strongly encouraged.