



### Position Announcement

**Position: Industrial Training Coordinator**

**Institution:**

Regional Workforce Training Center  
Southwest Mississippi Community College  
1146 Horace Holmes Dr., Summit, MS 39666

**Job Description:** The Industrial Training Coordinator will be responsible to design, coordinate and implement workforce training programs aimed at enhancing the skills and productivity of individuals in local businesses, industries and workforce according to Southwest Mississippi Community College and AccelerateMS guidelines. This position reports directly to the Associate Vice-President for Workforce Training.

**Duties and Responsibilities:**

- Collaborate and cultivate relationships with industry stakeholders, trade associations, educational institutions, community organizations, MS Department of Employment Security, MS Development Authority, local economic development offices, employers, subject matter experts and training providers to identify training needs, curriculum requirements and program objectives.
- Develop and manage comprehensive training programs tailored to the needs of industrial workforce sectors, including manufacturing, construction, logistics and related industries in accordance with policies and guidelines.
- Provide guidance and support to participants, instructors and staff involved in the training programs, addressing inquiries, resolving issues and fostering a positive learning environment.
- Maintain accurate records of training activities, participant attendance, evaluations and program metrics, and prepare reports for SMCC and AccelerateMS to ensure project approval and funding.
- Recruit, supervise, and evaluate training instructors. Evaluate training effectiveness through assessments, surveys, and feedback mechanisms and make necessary adjustments to improve program outcomes.
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Salary: Commensurate with experience**

**Application Due: April 30, 2025 by 3 PM**

**Evaluation Criteria: Cover Letter, Resume and SMCC application.** SMCC application

<https://www.smcc.edu/wp-content/uploads/Staff-Application.pdf>

**Qualifications:**

**Required:** Bachelor's Degree in Education, Training & Development, Industry Technology, Business Administration or a related field of study. 4 years of work experience in a business-related field, with preference to energy, forestry and/or safety. Excellent project management skills with the ability to plan, organize and execute multiple training initiatives simultaneously.

**Contact: Jennifer Knight**, Southwest Mississippi Community College, 1156 College Drive Summit, MS 39666. Email: [hr@smcc.edu](mailto:hr@smcc.edu) Office: (601) 276-3850 Fax: (601) 276-4331

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