



Position Announcement

Position: Workforce 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:

- Acts as a liaison person between SMCC and district businesses and industries. Establishes and maintains contact with all district industries and businesses.
- Develops and supervises all workforce training projects in accordance with policies and guidelines.
- Works closely with Workforce Development Center team to identify, develop, write, and coordinate needed training projects under guidance of the AccelerateMS.
- Works closely with the AccelerateMS Ecosystem Coordinator to ensure project approval and funding.
- Works with industrial development groups, MS Department of Employment Security, MS Development Authority, and other organizations to establish and maintain an environment desirable to industry.
- Supervises and evaluates training instructors.
- Maintains all project records and student records concerning training classes.
- Attends conferences, workshops, meetings, and other staff development programs.
- Conducts training projects in accordance with SMCC and AccelerateMS policies, procedures, and guidelines, and with standard business ethics.
- 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: July 25, 2025 by 2 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 from an accredited four-year college or university and a minimum of four (4) years work experience.

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

Southwest Mississippi Community College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in its programs, activities or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: Mrs. Rhonda Gibson, Director of Disability Support Services, 601-276-3885; Blake Brewer, Vice President for Student Affairs and Title IX Coordinator, 601-276-3717; SMCC, 1156 College Drive, Summit, MS 39666.