



HALIFAX COMMUNITY COLLEGE
invites applications for the position of:

FT WIOA Program Assistant

SALARY: Depends on Qualifications
DIVISION: Institutional Effectiveness & Advancement/SACS
DEPARTMENT: Workforce Investment Opportunity Act
OPENING DATE: 05/05/22

DESCRIPTION:

Grant Funded Position
Salary Range \$45,000-\$50,000

The Workforce Innovation Opportunity Act (WIOA) Program Assistant. The employee is responsible for serving as Workforce Innovation Opportunity Act (WIOA) Program Assistant. Employee assists the Director of Resource Development with oversight of the HCC WIOA Program. The WIOA Program Assistant will assist the Director of Resource Development with oversight of Halifax Community College's WIOA Program.

EXAMPLES OF DUTIES:

1. Employee will report directly to the Director of Resource Development.
2. Employee will supervise the Operations Manager.
3. Employee will assist the Director of Resource Development with oversight of HCC's WIOA Program.
4. Employee will assist with overall project operation.
5. Employee will assist with the approval of financial documents.
6. Employee will assist with the monitoring process.
7. Employee will help ensure open communication.
8. Employee will coordinate with the Turning Point Workforce Development Board to set up appropriate training.
9. Employee will assist the Director of Resource Development with grant writing and other duties as assigned by the Director of Resource Development.
10. Perform other duties as assigned by the vice president of institutional advancement.

MINIMUM/REQUIRED QUALIFICATIONS:

Education Requirement:

- A Bachelor's degree in public administration, human services, business, or a related field from a regionally accredited institution.

Education Preferred:

- Master's Degree from a regionally accredited institution.

Experience Required:

- Experience in public administration, and human services required.

HOW TO APPLY:

MUST READ Special Instructions and Additional Information to Applicants: All applications for this position must be submitted directly via our online application system at <https://www.schooljobs.com/careers/halifaxcc>. Applications submitted through third party sites will not be accepted. Application packets for employment must be submitted by 5:00 p.m. on the closing date. If multiple applications are submitted to an individual posting, only the most recent application received prior to the posting close date will be accepted. Resumes are not accepted in lieu of state applications. "See Attached Resume", etc. will result in an incomplete application. Resumes, cover letters, and all transcripts listed on application must be uploaded with your application. To receive credit, all relevant experience must be included in the work history section of the application. Any information omitted from the application but included in the resume will not be considered for qualifying credit. Persons eligible for Veteran's Preference must submit a copy of Form DD-214.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://halifaxcc.edu>

Position #FTWIOAPASSIST
FT WIOA PROGRAM ASSISTANT
MM

100 College Drive
Weldon, NC 27890
252-536-7242
