

WORKFORCE DEVELOPMENT TRAINING INSTRUCTORS
(PART-TIME)

COMMUNITY COLLEGE WORKFORCE ALLIANCE (CCWA) accepts applicants on a continuous basis for part-time instructors in the areas of technical, professional and soft skills training. CCWA is the comprehensive, combined regional workforce development team created as a partnership between John Tyler and J. Sargeant Reynolds Community Colleges. Both colleges are multi-campus colleges serving the greater-Richmond area. CCWA served more than 1,100 businesses and over 17,000 class participants last year through customized contract training and open enrollment offerings. The organization's budget is entirely self-supporting through contracts, fees for services, grants, and business-community partnerships.

**QUALIFICATIONS
REQUIRED:**

Considerable knowledge of adult training methods, curriculum design and development, and needs assessment and evaluation methodology. Extensive work experience related to designing and facilitating training programs for adult learners. Demonstrated ability to provide classroom instruction, develop and prepare instructional plans, models and training aids. If applicable, appropriate education or professional certifications for subject area required. The selected candidate must be able to successfully pass the college's pre-employment security screening.

**QUALIFICATIONS
PREFERRED:**

Bachelor's degree from an accredited institution. Current and progressive knowledge and skills related to adult education and instructional design in any of the following areas:

- Written Communications
- Oral Communications
- Presentation Skills
- Project Management Professional (PMP)
- Supervisory and Leadership Skills
- Coaching
- Team Building
- Quickbooks

SALARY:

Salary commensurate with the education and experience of the applicant. Adjunct instructors are paid on a per contract basis.

For further information please contact the Community College Workforce Alliance at (804) 523-2292 or email trainer@ccwa.vccs.edu.

Please submit a curriculum vitae/resume via email for preliminary review. Applicants invited for interviews will be asked to submit a completed (paper) Commonwealth of Virginia employment application, unofficial academic transcripts (official transcripts are required prior to employment), and three current letters of recommendation.

Community College Workforce Alliance
Adjunct Faculty Recruitment
P.O. Box 73570
Richmond, VA 23235

Women and minorities are encouraged to apply.
"Reasonable accommodations" are provided for applicants with disabilities.
AA/EOE/ADA