

January 6, 2012

BUSINESS SOLUTIONS ACCOUNTS REPRESENTATIVE

RESPONSIBILITIES

- Establish and maintain positive communication, listening skills and strong working relationships
- Assess and provide feedback on training needs of the potential customers
- Market scheduled open-enrollment Workforce Continuing Education and customized training programs
- Assist in marketing Workforce Continuing Education programs to the following: businesses, community-based organizations, faith-based organizations, Midland Independent School District, and the Permian Basin Workforce Development Board/Workforce Network
- Develop training proposals that address the business client's identified needs
- Maintain all pertinent client and training course records
- Prepare, negotiate, and finalize training contracts with clients to establish courses, dates, times, locations, and costs
- Provide weekly time and effort reports
- Manage and coordinate with the WFCE and ATC staffs all logistics associated with developing and scheduling non-credit courses
- Work closely with personnel in other departments at Midland College
- Assist the Director of Workforce Continuing Education in promoting Midland College as a training provider
- Perform other duties and assume other responsibilities as may be assigned

QUALIFICATIONS

- Associate degree required. Bachelor degree in Management or General Business preferred; five years experience in the workforce in areas of supervisory, management, sales, or training may be considered in lieu of an Associate degree
- Demonstrated proficiency in managing multiple projects, occupational job training and/or program sales in an educational institution preferred
- Possess a thorough working knowledge of office suites' software, spreadsheet, large databases, and graphical software
- Possess required knowledge, skills, abilities, and experience and demonstrate that the essential function of the job can be performed
- Ability to work within a "team" or independently and maintain an established work schedule
- Must have effective communication, interpersonal, organizational and planning skills
- Must have skills to evaluate program effectiveness and professional staff/instructional performance
- Possess administrative skills required to maintain necessary program records
- Must have valid Texas Class "C" driver license and be insurable on College's auto insurance policy

SALARY

Salary range is \$28,000 to \$36,000. Salary dependent on qualifications and experience. Excellent fringe benefits. Due to the possibility of a reduction in State appropriations, the College reserves the right to not fill the position or adjust the stated salary figure.

APPLICATION

Interested candidates should send a resume, completed official application, official transcripts sent directly from the institution(s) attended to Midland College Human Resources, three letters of reference, and a statement addressing responsibilities, qualifications and how they meet the desired characteristics. Applications should be sent to:

Zaira Valeriano, Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, Texas 79705
(432) 685-4532

Midland College Is an Equal Opportunity Employer

This position is security sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. An employment offer is contingent on completion of a satisfactory criminal background investigation.