DIRECTOR OF PETROLEUM PROFESSIONAL DEVELOPMENT CENTER

RESPONSIBILITIES
- Oversee and supervise administrative responsibilities for running the PPDC
- Supervise employees of the PPDC
- Develop and schedule workshops, seminars, and computer courses as dictated by industry needs
- Recruit competent instructors locally and nationally assisting instructors with course design and execution
- Facilitate software user group organizations and technical software presentations or seminars at Midland College
- Develop marketing/advertising strategies for the PPDC
- Support professional society meetings and forums at the local and national levels through attendance and participation
- Support management in representing the program at local, state, and national events
- Update and maintain the program budget and pursue local and national sources of funding to enrich the program
- Periodically review long-range plans for expansion of program hardware, software and data holdings, and facilities
- Expand online and distance learning capabilities for the program

QUALIFICATIONS
Required
- Bachelor’s degree in Earth/Geological Sciences or Petroleum Engineering
- Minimum of ten years of oil and gas industry experience, particularly in exploration and production
- Requires knowledge of the most current and cutting-edge oil and gas industry computer software
- Strong public relations and marketing skills with the oil and gas industry required
- Supervisory experience
- Previous oil and gas industry training or teaching experience a plus
- Familiarity with the following geoscience software: Petra, Landmark, Schlumberger, and SMT’s Kingdom software
- Strong written and verbal communication skills
- Proficient computer skills in Microsoft office products as well as various oil and gas software packages
- Experience in program development, must possess strong supervisory and management skills

Preferred
- Master’s degree in Earth/Geological Sciences or Petroleum Engineering

SALARY
$60,500 minimum starting salary. Salary is commensurate with education and experience. Excellent fringe benefits. Review of applications will begin on June 29, 2015. Position will remain open until filled.

APPLICATION
Interested candidates should submit a resume, completed official application and a statement addressing responsibilities, qualifications and how they meet the desired characteristics, official transcripts sent directly from institutions to Human Resources, and three letters of reference. Applications should be sent to: applymc@midland.edu.

Natasha Morgan
Director of Human Resources/Payroll
Midland College
3600 N. Garfield
Midland, TX 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.