

POSITION ANNOUNCEMENT

Director of Retail & Supplier Education

POSITION #: 2010054

APPLICATION DEADLINE DATE: 12/11/09



GENERAL DESCRIPTION OF POSITION

The Director of Retail and Supplier Education leads and directs the activities of the Marketing Analyst Program and the advanced retail programs to provide a top notch workforce for the dynamic vendor/supplier/retail community. This individual will build lasting relationships with area companies to support the retail programs through internships and the employment of program graduates. Position requires proven experience and leadership in the vendor/supplier/retail community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Identify, develop, maintain, and enhance relationships with the vendor/supplier/retail community to build partnerships that will showcase the retail and supplier education programs as world-class programs and support enrollment growth.
2. Market the retail and supplier education programs through outside sales, networking with the retail and supplier community, targeted advertising, and the development of collateral materials.
3. Design new and innovative curriculum based on market research and interaction with vendor/supplier community, using industry experience and knowledge, with a collaborative mindset.
4. Lead the research, design, and implementation of on-line delivery of the Marketing Analyst and advanced retail courses.
5. Instruct Marketing Analyst and advanced retail courses.
6. Lead and effectively manage the program coordinator.
7. Work with vendor/supplier community to provide internships for the Marketing Analyst Program students; coordinate the application and award of internships, define internship goals and projects, and monitor student progress and success.
8. Lead the advisory committee, tapping into their expertise in industry trends and developments, empowering them to be program ambassadors, and mentors to program students.
9. Set and establish short and long-term program goals and strategies to be worked into viable business plan that will support the goals and strategies of Corporate Learning and NWACC.
10. Develop a retail program brand identity by understanding the competition and determining the program's niche.

11. Recruit, hire, supervise, and mentor adjunct faculty that represent the best in vendor/supplier/retail community.
12. Establish and monitor program budget to meet division and college revenue goals.
13. Design, implement, monitor, report employment/placement rate for the Marketing Analyst Program graduates.
14. Perform any other related duties as required or assigned.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 4 years related experience and/or training, and 3 years related management experience, or equivalent combination of education and experience.

SALARY AND BENEFITS

Commensurate with education and experience. This is a full-time position with benefits.

***NWACC is an Affirmative Action/Equal Opportunity Employer
Women and Minorities are encouraged to apply***