



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

All Campuses
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Created on: 3/11/2025 Revised on: 9/11/2025
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Job Title	Salary Schedule	Grade	Job No.
<b>Work Based Learning Manager</b>	<b>C-3</b>	<b>4</b>	<b>TBA</b>
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Dean of Workforce Development</b>	Exempt	No	Yes

**JOB SUMMARY:** The Work-Based Learning Manager is responsible for the development, coordination, and administration of apprenticeship and work-based learning (WBL) programs at Gadsden State Community College (GSCC). This position oversees the College’s FAME (Federation for Advanced Manufacturing Education) chapter, manages industry partnerships, and facilitates student placement in cooperative education, apprenticeships, and other WBL programs. The manager collaborates with employers, students, faculty, and community partners to expand WBL opportunities and ensure student success.

**QUALIFICATIONS:**

- ◆ Bachelor’s degree in business, education, workforce development, or a related field from an approved U.S. Department of Education accredited institution **required**
- ◆ Minimum of three (3) years of full-time work experience in career technical education, workforce development, job placement, or a related field **required**
- ◆ Master’s degree *preferred*
- ◆ Experience in managing apprenticeship programs or work-based learning initiatives is *preferred*

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Strong oral and written communication, presentation, and organizational skills
- ◆ Knowledge of career technical education programs, co-op, and apprenticeship curriculum
- ◆ Experience with employment policies, workforce development, and career services
- ◆ Proficiency in Microsoft Office Suite and other relevant software
- ◆ Ability to develop and maintain strong relationships with employers, students, and faculty
- ◆ Experience with student recruitment, advising, and program coordination
- ◆ Strong analytical skills for data collection, reporting, and program evaluation
- ◆ Ability to work independently, prioritize tasks, and manage multiple projects simultaneously
- ◆ Ability to travel occasionally to industry and education partner locations

**DUTIES:**

- ◆ Serves as the College’s FAME Coordinator, working closely with industry partners and overseeing GSCC’s role as the training provider for the chapter
- ◆ Establishes partnerships with high school counselors, career tech coaches, work-based learning teacher/co-op instructor to recruit for FAME and all GSCC Career Technical Education programs
- ◆ Oversee the collection of FAME applications and the evaluation of applicant transcripts to determine

program eligibility

- ◆ Supervises and manages two FAME instructors, ensuring program alignment with industry standards
- ◆ Leads recruitment efforts for FAME, CoMeT, and all future WBL programs
- ◆ Establishes and maintains industry partnerships to expand apprenticeship and WBL opportunities
- ◆ Advises students on WBL programs and facilitates enrollment into co-op/apprenticeship courses
- ◆ Collects and verifies student eligibility documentation for participation in WBL programs
- ◆ Sends, collects, and evaluates all mid-term and final employer evaluations for Co-Op students
- ◆ Collaborates with the Dean of Workforce Development and the community and workforce development liaison to engage new industry partners
- ◆ Organizes and manages career fairs, mock interviews, and employer presentations to enhance student placement
- ◆ Works with the Community Outreach team to plan and execute Signing Day events for apprenticeship programs, FAME, CoMeT, and NC3 Signing Day
- ◆ Develops and maintains student and employer databases, tracks program participation, and compiles placement reports
- ◆ Assists with marketing and promotional strategies to increase awareness of WBL programs
- ◆ Ensures compliance with state and federal regulations related to WBL and apprenticeship programs
- ◆ Attends conferences and workshops to stay current with industry trends and best practices in WBL
- ◆ Serves on various college and community committees to promote workforce development initiatives
- ◆ Performs other related duties as assigned

*Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

#### **Physical Demands and Work Environment:**

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

#### **Physical Demands:**

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 25 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential

#### **Work Environment:**

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, industry partners, and external organizations

**Reviewed by: Director of Human Resources, Dean of Workforce Development**

**Employee Name:**

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**Employee Signature**

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**Date**