

Healthcare Apprenticeship Coordinator

Eastern – Limon Colorado

Colorado Department of Higher Education

POSTING DATE: August 30, 2019

CLOSING DATE: September 13, 2019

COMPENSATION: \$40,000 - \$50,000/Annually

DESCRIPTION OF JOB:

POSITION PURPOSE:

Through strong organizational, interpersonal, and leadership skills, the Healthcare Apprenticeship Coordinator (AC) for the Colorado Department of Higher Education develops, enhances, and maintains business partner relationships, serves as the single point of contact for Colorado HELPS (CO-HELPS) work-based learning programs, oversees work-based learning program outcomes. This position is unique in that it is a shared role between two organizations, CDHE and the Colorado Community College System (CCCS). Overall, this position must work closely with both state and local partners across education, higher education, workforce, and business in order to develop strategic partnerships. This is a four-year, grant funded position.

Essential Duties & Responsibilities

Business Development. In collaboration with the CDHE Director for Workforce Development and the CCCS Healthcare Apprenticeship Manager, the AC, investigates, identifies, and fosters apprenticeship opportunities and relationships with healthcare businesses. Researches, develops, and implements work-based learning opportunities for local companies based on industry need and to connect industry to CO-HELPS partner higher educational institutions (IHEs). Participates in economic development groups and organizations to develop new work-based learning opportunities in accordance with CO-HELPS mission. Develops and expands existing organization and agency partnerships to foster expansion of work-based learning opportunities and revenue generation.

Program and Project Management. Serves as the primary contact in their region for CO-HELPS. Works with partner IHEs and industry to identify opportunities for curriculum revisions and modifications where appropriate to meet industry standards. Serves as a local point person for CCCS regarding Apprenticeships. Collaborates closely with the Colorado Department of Labor's Work-Based Learning team, and the Colorado Workforce Development Council. Provides timely resolutions to issues and concerns from business, industry, colleges/universities and other customers internal and external.

Internal Partnership Development Support current CCCS areas of expertise to determine feasibility of creating work-based learning programs. At the direction of College leadership, builds relationships with the department chairs and faculty as subject matter experts who can assist with work-based learning program development and growth. Acts as the link between IHE academic departments and industry to support

program growth when appropriate. Supports development of stronger relationships with industry and provide more work-based learning opportunities for students. Assesses, documents, and promotes work-based learning activities that are presently being provided by IHE programs and allow for new work-based learning programs to be developed at the colleges. Research what industry needs (such as certifications or skill-sets) and relay that information to college leadership and academic units to develop work-based learning opportunities. Support the streamlining of processes so that students are provided connections to employers in the healthcare field and the exposure to entry and mid-level positions for students.

Knowledge, Skills and Abilities

MINIMUM REQUIRED QUALIFICATIONS:

- Self-starter & self-directed
- Knowledge of apprenticeship landscape
- Excellent verbal and written communication skills
- Passionate about the success of students

Experience

2-4 years of experience in healthcare talent management and/or work-based learning programming.

PREFERRED QUALIFICATIONS:

- Knowledge of Colorado's healthcare delivery system
- Ability to work independently as well as be a team player
- Must have strong organizational skills, able to multi-task and detail oriented in a fast-paced environment
- Results oriented
- Ability to motivate others
- Ability to work with a diverse population
- Proficiency with Microsoft Office applications including Word, Outlook, Excel, & PowerPoint
- Data management experience

WORKING CONDITIONS

Works in normal office environment and **regularly travels to industry sites and postsecondary campuses**. Does not require physical activity other than that typically utilized in such a setting, working with standard office equipment such as phone, fax, and personal computers.

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. **Please provide your document in either a .docx or .pdf format.**

Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1560 Broadway, Suite 1600
Denver, Colorado 80202

This position is not governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

The Colorado Department of Higher Education is an Equal Opportunity employer. In compliance with federal and state anti-discrimination laws, the Department does not discriminate in matters of employment based on disability, race, creed, color, sex, sexual orientation, transgender status, religion, age, national origin, or ancestry.