



## NOTICE OF JOB OPENING

### Training and Development Manager

Project Manager I (AK04/07/60022588)

**DEPARTMENT:** Division of Economic Development/readySC™  
**LOCATION:** 111 Executive Center Drive, Columbia, SC 29210  
**BAND RANGE:** \$49,594 - \$70,674 - \$91,755 **BAND:** 07  
**HIRING RANGE:** \$49,594 - \$66,063  
**OPENING DATE:** January 13, 2021 **CLOSING DATE:** Open Until Filled

**SUMMARY OF ESSENTIAL FUNCTIONS:** The Training and Development Manager supports the design, development, and delivery of readySC™ training projects and other workforce development projects within the Division of Economic Development of the SC Technical College System. The Training and Development Manager works independently or in collaboration with a readySC™ Area Director on training management project related activities, in coordinating and managing workforce training using the prescribed methodologies designed by the organization based on project level complexity and specific client company requirements. Develops final training strategy and schedules for multiple small or large-scale projects to ensure project deliverables are met on time and within budget. The Training and Development Manager works independently or in collaboration with an Area Director on project management activities in developing comprehensive training communication plan(s) for each project to effectively manage client relations; identifies and manages the training resources required to execute project training plans. Manage and/or engage in the recruitment, selection, and training of human resources allocated to the project, including Project Coordinators, Instructors, and Administrative Support staff. Manage the on-the-job training, mentoring, evaluation, and development of new and existing readySC™ Instructors. The Training and Development Manager is responsible for stakeholder management in maintaining strong relationships with economic development allies and workforce development allies across the state to ensure effective and efficient collaboration and action when necessary to support projects. Additionally, participates in the business development initiatives of the Division through direct interaction with clients in support of the business development goals of the Division. The Training and Development Manager reports to the Senior Manager of Training and Development with broad discretion for independent decision making and action at the project level. Project assignments may be local, regional, or at the state level. Thus, project assignments will be based on Division workloads and requirements.

**SBTCE MINIMUM QUALIFICATIONS:** A bachelor's degree and five (5) years of experience in designing, developing, and implementing training programs for business and industry, including training-needs-analysis, instructional design, curriculum development, classroom instruction, and evaluation.

**PREFERRED QUALIFICATIONS:** A master's degree in Instructional Design or related field. Relevant experience in designing and developing e-learning. One or more ATD credentials or certificates- CPLP, Master Trainer, or Master Instructional Designer. Ability to collaborate with companies, colleges, or internal SMEs in the design and development of training. Proven presentation and facilitation skills. Ability to attain proficiency and expertise on Discovery-Design-Delivery methodology to identify and meet internal and external clients' training needs. Must maintain cordial professional relations with colleagues and stakeholders as the ability to communicate effectively and efficiently orally and in writing. Must be self-driven to work independently, as well as a part of a team.

**TYPE OF POSITION:** Full-Time

**APPLICATION PROCEDURE:** Persons interested in this opportunity should apply online at <https://careers.sc.gov/> and select SC Technical College System, System Office from the agency listing. Please complete the State application to include current and previous work history and education. A resume may be attached, but not substituted for completing work history and education sections of the application or to determine if an applicant has met the minimum qualifications and additional requirements for the position. The SC Technical College System provides affirmative action and equal opportunity in employment for all qualified persons regardless of race, color, sex, - including the basis of pregnancy, childbirth, or related medical conditions, national origin, age, religion, or disability.