

Main Campus:
21 Campus Circle
Murphy, NC 28906
Phone: (828) 837-6810
Fax: (828) 837-0028
or (828) 837-3266



Graham County Center:
P.O. Box 1997
145 Moose Branch Road
Robbinsville, NC 28771
Phone: (828) 479-9256
Fax: (828) 479-6280

ADVERTISEMENT OF POSITION VACANCY

Posting Date: March 25, 2024

Position: Coordinator of Law Enforcement Training Programs

Basic Purpose of Position:

The Coordinator of Law Enforcement Training Programs will be responsible for developing, coordinating, and delivering continuing education law enforcement training courses at the College. This position will also be responsible for overseeing program accreditation and ensuring adherence to accreditation standards, regulatory requirements and industry guidelines in the development and delivery of training programs. Collaboration with law enforcement agencies, educational institutions and community partners is essential to enhance training effectiveness and relevance. This position will report directly to the Senior Director of Continuing Education.

Qualifications:

- Associate's Degree required, Bachelor's Degree preferred.
- LEO General Instructor Certification required.

Job Description/Duties:

- Develop and update curriculum according to industry and accreditation standards and legal requirements.
- Coordinate, organize and teach law enforcement training courses.
- Serve as the College Director for state-authorized licensure and certification courses.
- Manage facility, equipment, and supplies related to the Law Enforcement Training Programs.
- Conduct continuous and ongoing assessments to monitor program effectiveness and quality of courses, including curriculum, student and instructor evaluations.
- Work collaboratively with law enforcement agencies, government bodies and other community organizations to promote the program.
- Monitor expenditures for the program and ensure adherence to program budget.
- Participate in College recruitment events throughout the community to promote the Law Enforcement Training Program.
- Identify opportunities for partnerships within the community to expand the program and address evolving training needs and priorities.
- Complete any other duties as assigned by the Senior Director of Continuing Education, Vice President of Workforce and Continuing Education or President of the College.

Salary Range: Salary will be in accordance with the College's Compensation Plan and commensurate with qualifications and experience.

Working Schedule: This is a 40-hour per week position and may require some flexibility in working hours. This position is exempt under the Fair Labor Standards Act.

Proposed Hiring Date: As Soon As Possible. A six-month probationary period is required by college policy.

Deadline to Apply: April 8, 2024 or until filled.

How to Apply: A TCCC application is required, plus a letter of interest, resume, and transcript/s. For an application form, contact Julia Hall at Tri-County Community College, 21 Campus Circle, Murphy, NC 28906. Phone: (828) 835-4299 or e-mail humanresources@tricountycc.edu. Incomplete application packages will not be considered.

Equal Opportunity Employer