

Program Manager for Transportation, Distribution, & Logistics

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified grant funded position domiciled through the Lacombe Campus. The position is open to internal applicants only. **As the position is grant funded should the grant funds no longer be available and if alternate funding could not be secured, then the position would be eliminated.**

Applications will be accepted until position is filled, with preference being given to those received on or before March 25, 2024. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

Please submit: **(1)** a letter of application, **(2)** a resume and **(3)** official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.) to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu**

JOB SUMMARY:

The Program Manager for Transportation, Distribution, and Logistics is responsible for developing and leading student engagement and industry partnerships related to Transportation, Distribution and Logistics programs. The Program Manager will oversee development, monitoring, and evaluation of programs, as well as, the implementation of programs.

The Program Manager supports the college's mission and vision, as well as, the mission, vision, and goals of the college's Workforce Training and Development Division. Responsibilities also include providing classroom and hands-on instruction, supporting faculty, assessing industry need, and responding to industry and community workforce needs. The Program Manager will ensure the programs have adequate equipment, technology, and supplies.

RESPONSIBILITIES:

- Assists in identifying qualified faculty for transportation, distribution, and logistics programs.
- Assists the Workforce Training and Development Division with supervision and scheduling of faculty.
- Supervises adjunct faculty within the transportation, distribution and logistics programs.
- Ensures faculty receive appropriate training on internal processes, as well as, programmatic specific procedures, trainers, and equipment.
- Provides continued support for Transportation, Distribution, and Logistics faculty.
- Coordinates program-specific (transportation, distribution, and logistics) information sessions to drive enrollment.
- Participates in recruiting events.
- Coordinates program schedules with campuses and training locations.

- Secures adequate training space for all programs.
- Expands programs to all NTCC campuses and service areas.
- Maintains transparent communication. Appropriately communicates organization information through one-on-one meetings, appropriate email, instant messaging, and regular interpersonal communication.
- Resolves employee and student concerns or complaints.
- Builds and leads industry-specific consortiums comprised of new and established companies and businesses, specific to Transportation, Distribution, and Logistics.
- Secures internships, apprenticeships and job placement for students who successfully complete the Transportation, Distribution, and Logistics programs.
- Assists the Director and Assistant Director in exploring new programs to support the strategic direction of the college and the division.
- Enhances the quality of existing programs with latest technology and resources.
- Obtains quotes, requisitions, and purchase orders for needed equipment and supplies.
- Collaborates directly with certification agencies to ensure alignment and a high level of program and student success.
- Evaluates students to measure their progress toward achieving stated course objectives and promptly inform them of their progress in the course.
- Serves as MSSC Authorized Instructor for the Certified Logistics Technician program.
- Serve as college liaison with third-party training providers.
- Prepares Logistics (and additional programs of oversight) students for certification exams.
- Recognize and address the needs of diverse student populations.
- Ensures instructors within the transportation, distribution, and logistics programs are preparing students for certification exams.
- Reports certification completions to Registrar.
- Perform other related duties as assigned

QUALIFICATIONS:

Minimum Requirements: A bachelors degree with a minimum of 5 years professional experience with 5 years related experience in the Transportation, Distribution, & Logistics field.

Preferred Qualifications: 7 years industry related experience. 3 years project management related experience. MSSC certified logistics technician approved instructor.

SPECIAL SKILLS AND ABILITIES:

- Performance Management
- Project Management
- Coaching
- General Management and Supervision
- Communication
- Customer Service
- Organization
- Team oriented
- Analytical
- Manage personnel and multiple programs simultaneously
- Excellent leadership and teambuilding skills
- Working knowledge of MS Office (Word, Excel, Outlook, etc.)
- Excellent written and oral communication skills necessary

- Excellent customer service skills
- Ability to remain adaptable and flexible to different situations and changes, including learning new systems and processes
- Ability to meet deadlines and work under pressure
- Ability to work effectively within a team-oriented environment
- Ability to work effectively and collaboratively with diverse groups and individuals
- Ability to problem-solve effectively
- Ability to create accurate program budgets

Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.). Training equipment related to programs of study.

Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules. Other software related to training equipment may be utilized.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this position, the employee is regularly required to sit, stand, walk, and talk or hear. Climbing stairs may also be required. The employee is frequently required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others. Communicating with effectively with internal and external constituents will be an essential skill in this position.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work environment may include working in the elements outdoors, as well as, in warehouse and distribution facilities briefly.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.