

JOB TITLE: Business and Industry Training Coordinator
DEPARTMENT/DIVISION: Public Relations
REPORTS TO: Director of Community Relations
CLASSIFICATION: Full-Time, Professional
APPLICATION DEADLINE: August 31, 2026, or until filled
COMPENSATION: \$40,000 - \$45,000 annually, based on education and experience



As a **Business and Industry Training Coordinator** with Seminole State College, you will receive:

- Generous leave, including 5 days of personal leave, 15 days of sick leave and 25 holidays annually (which includes Spring Break and two weeks in December). Additionally, after one year of successful employment, you also be awarded 10 days of annual leave.
 - A comprehensive benefits package (including group health, dental, vision, life insurance and long-term disability) with a generous benefit allowance to offset the cost of insurance premiums.
 - A contribution of 7% of your salary to Oklahoma Teachers' Retirement System (TRS), paid for by SSC.
 - A tax-sheltered annuity where SSC contributes 3.5% of your annual salary after one year of successful employment.
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SEMINOLE STATE COLLEGE MISSION AND VALUES

- All employees will represent Seminole State College in the most positive manner with prospective, former, and current students, clients, suppliers, and the community we serve. Interacts effectively with a diverse group of faculty, staff, students, and other customers of our services, learns and uses operating practices of Seminole State College.
 - All employees will uphold the Mission Statement: Seminole State College empowers people for academic success, personal development, and lifelong learning.
 - All employees will perform job duties utilizing SSC's core values: Compassion, Opportunity, Respect, and Excellence.
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As the Business and Industry Training Coordinator, this employee will manage community, business and education services including, but not limited to business and industry training and continuing education, SSC Kids College and a variety of short-term and long-term credit and non-credit courses. This employee will also coordinate efforts related to microcredentialing and badges.

RESPONSIBILITIES

- Handle confidential information with tact and discretion.
- Follow Seminole State College Board Policy, SSC Procedures Manual, Faculty Handbook, Student Handbook, and divisional policies and procedures.
- Administer the planning, organization, implementation, and assessment of community educational outreach efforts.
- Develop and execute a variety of services and activities designed to inform residents in the service area of educational opportunities.
- Develop press releases, brochures, social media advertising and other marketing material.

- Represent the college through participation in campus, community, and professional activities.
 - Organize outreach events, including marketing and planning, to provide opportunities to community members in our service area and online.
 - Maintain a calendar of outreach events including community events, workshops, and classes.
 - Collect and analyze data on local demographics, develop results, and present the conclusions to stakeholders.
 - Set growth targets, collect and analyze data related to the targets, and report outcomes to the Director of Community Relations; manage public relations including attending events, developing strategic relationships, and directing informational presentations to a variety of community groups.
 - Create activities to supplement and support degree programs at SSC.
 - Develop a list of faculty and staff interested in participating in outreach activities; create a system for matching interests, skills, and availability with the demands for outreach services.
 - Create, maintain, and update database of microcredential and digital badge programs, as well as maintain website updates reflecting changes.
 - Coordinate outreach efforts with institutional, community, and corporate partners and participants to ensure communication, community engagement, and assistance in developing marketing strategies for initiatives in alignment with workforce needs.
 - Perform administrative duties including mailings, organizing travel, and monitoring the program budget; respond to emails and voicemails in a timely manner.
 - Participate regularly in professional development activities; continue to develop skills and knowledge through those opportunities.
 - Other duties as assigned.
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KNOWLEDGE, SKILLS, ABILITIES

- Ability to effectively work in Microsoft Office, specifically PowerPoint and Word.
 - Ability to work independently with minimal direction.
 - Ability to manage and meet schedules and timelines.
 - Knowledge of instructional technology (SmartBoard, LMS).
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PHYSICAL DEMANDS AND WORK ENVIRONMENT

- This position works in a comfortable office setting with a computer for a large percentage of the workday.
- The noise level in the work environment is usually mild.
- Requires a 35-hour work week, with some extended hours as needed. Must be able to actively participate in community activities, organizations and/or services within the five-county service area.

MINIMUM QUALIFICATIONS

- Bachelor's degree.

Preference will be given to candidates who possess:

- Master's degree.

APPLY NOW

Send your cover letter, resume, three (3) professional references, and copies of all academic transcripts (if applicable) to hr@sscok.edu. Applications may also be mailed to Seminole State College, Attn: Human Resources, P.O. Box 351, Seminole, OK 74818.

Please note: Applicants must be currently authorized to work in the United States on a full-time basis without sponsorship now or in the future.

Seminole State College seeks to be an institution of unparalleled excellence, regarded by both internal and external constituents as a college whose quality is second-to-none, where employees and regents make a continual effort to meet the needs and exceed the expectations of our community and our students.

*Seminole State College participates in E-Verify.
The filling of this position is contingent on available funding.*