



Position Announcement:

Professional Development Coordinator

About Baltimore City Community College

Founded in 1947, Baltimore City Community College (BCCC) is a comprehensive, urban institution accredited by the Middle States Commission on Higher Education. The College's campus is located in West Baltimore; the institution also has several satellite locations throughout the city. With its broad range of degree and certificate programs, affordable tuition, and extensive outreach, BCCC offers educational opportunities to the citizens of Baltimore City and throughout the state of Maryland. BCCC serves more than 16,000* students annually, providing credits that transfer to four-year colleges and universities as well as workforce training leading directly to job placement. The College is proud of the fact that 100** nations are represented within the student body.

* Based on annual unduplicated credit and non-credit headcount for FY 2015. **Based on fall 2014 credit enrollment.

Ad Number	P16-003
Job Title	Professional Development Coordinator
Position Summary	Reporting directly to the Associate Director of Human Resources, the Professional Development Coordinator is responsible for analyzing training needs that will facilitate the design, implementation and management of the College's training program. The Professional Development Coordinator is also responsible for conducting new employee orientation, planning special events, and measuring and assessing training results. This dynamic position requires a high energy individual who can develop and deliver innovative programs that align with best practices and the overall goals of the college.
Required Qualifications	<ul style="list-style-type: none"> • Bachelor's Degree in Human Resources, Management, Organizational Development or related field • Minimum of four (4) years of experience in Training AND - • Three (3) years of experience in Human Resources related experience <p>Preferred Qualification:</p> <ul style="list-style-type: none"> • Master's degree in Human Resources, Management or other related field AND - • Three (3) years of experience with Human Resources, Organizational Development, Training or related experience • Professional in Human Resources (PHR)
Open Date	March 28, 2016
Compensation	\$56,735 - \$63,893
Job Description	<u>Job Description</u>

Application Procedure	<p><i>Email entire packet to careers@bccc.edu</i></p> <p>All applicants must provide the following information as part of the <u>initial</u> application package in order to receive consideration:</p> <ul style="list-style-type: none"> • Cover letter • Resume • Completed BCCC Employment Application • Unofficial transcripts
EEO Statement	<p><i>Baltimore City Community College is an Equal Opportunity Employer and does not discriminate on the grounds of race, color, gender, religion, age, sex, sexual orientation, national or ethnic origin, physical or mental disability, marital status, veteran status, or any other characteristic prohibited by law. Baltimore City Community College is committed to diversity and seeks to foster positive human relations among all individuals and groups within the community. Baltimore City Community College strongly encourages women, minorities, individuals with disabilities, veterans and members of the LGBTQIA community to apply.</i></p>
Special Requirements	<p>Finalists will be subject to successfully completing a background investigation.</p>