

Announcement of job openings – Assistant Training Director and Academics Manager

Hello Administrative Professional,

The Puget Sound Electrical Joint Apprenticeship and Training Committee (PSEJATC) is actively seeking for the positions of Assistant Training Director and Academics Manager. Both positions are mid-level management in a rapidly growing Electrical Apprenticeship program located in Renton, Washington. We look forward to you becoming a part of our great team!

Sincerely,



Ryan Bradt, Assistant Training Director



Brief job descriptions (full job descriptions are included in this packet)

The *Assistant Training Director (ATD)* assists the Training Director (TD) in the day-to-day operations of the training center including staff supervision, communications, apprentice progress and performance, operations, and procurement.

The *Academics Manager* reports to the ATD and TD in the management of the program's instructors and curriculum. They work directly with the Academics Counselor, Scheduler, and Canvas Coordinator to ensure the best learning experience and outcomes for the programs nearly 1,500 Apprentices.

Benefits and salary information

Both positions are full-time, salaried, exempt, and benefit eligible including health and welfare and retirement. Salary will be commensurate with knowledge, skills, abilities, qualifications, and experience.

Application submission

The deadline for application submissions is **April 4th, 2022**, by 12:00 PM PST

Please submit your completed application (included in this packet), resume, recommendations, and cover letter to Ryan Bradt, PSEJATC, Assistant Training Director. Applications are completely confidential and can be mailed, hand delivered, or emailed to the following.

PSEJATC

Attn: Ryan Bradt

550 SW 7th Street

Renton, WA 98057-2917

email: ryan@psejtc.org

PSEJATC is an equal opportunity employer. Qualified candidates from all nationalities, religious, racial, and ethnic backgrounds, including persons living with disabilities and Protected Veterans, are welcomed, and encouraged to apply to become a part of our organization.

PSEJATC Assistant Training Director Job Description

About the Position

The Puget Sound Electrical Joint Apprenticeship Training Committee (PSEJATC) is an apprenticeship training program, managed equally by both The International Brotherhood of Electrical Workers (IBEW) Local #46 and The Puget Sound Chapter of The National Electrical Contractors Association (NECA).

The Assistant Training Director position is NOT an IBEW nor a NECA position. All communications, actions and decisions involve both parties equally and must be administered in a non-biased manor. The Assistant Training Director is a key member of the PSEJATC team and will be expected to participate fully for the good of the program.

Qualifications / Attributes

- The selected individual should be knowledgeable in all aspects of the Electrical Construction Industry and Electrical Construction Apprenticeship Programs. Including Inside Wireman, Limited Energy, and Residential scopes of work.
- Be a detail-oriented individual with strong time-management skills. One who can work effectively and collaboratively in team environments consisting of labor, management, governmental, educational, and community representatives.
- Can communicate clearly and accurately both written and verbal with all types of individuals and personalities.
- Business and administration experience including a working knowledge of computers, multimedia formats, software applications, and office environments is a plus.
- Strong organizational skills, analytical and interpersonal skills.
- Commitment to working with diverse groups, communities, and organizations.
- Ability to prepare and maintain schedules.
- Understanding of human resource rules and laws.
- Competent computer skills including Microsoft Office Suite and FileMaker – Data Base for TradeSchool apprenticeship management software.

Role and Responsibility

- Assist with the supervision, monitoring, and communication with all Puget Sound PSEJATC employees.
- Communications with all State Registered Training Agents (participating contractors). Currently, there are 183 signatory contractors who have signed Training Agent Agreements.
- Address concerns regarding apprentices and apprentice issues.
- Address manpower availability issues.
- Oversee apprentice progress and performance both in school and on the job. Current apprentice numbers:
 - Inside Wiremen – 1,240.
 - Limited Energy – 205.
 - Residential - 20.
- Respond to all requests daily. Phone, email, and drop-ins.

- Maintain positive relationships with multiple outside agencies with whom the PSEJATC is accountable to. The following list are the primary agencies, but not all are listed:
 - IBEW – Local and International.
 - NECA – Local and National.
 - Electrical Training ALLIANCE. (Formerly NJATC).
 - Washington Dept. of Labor and Industries – Apprenticeship Section.
 - Washington Dept. of Labor and Industries – Electrical Section.
 - SSCC – South Seattle Community College.
- Attend and participate in regular meetings including:
 - Monthly Board meetings, The full eight member committee meets at the Apprenticeship Office once a month, or on call by the Chair. This is typically a full eight-hour meeting.
 - Bi-weekly Instructor meetings.
 - Weekly Staff meeting.
 - Quarterly Meetings of the Washington State Apprenticeship Council.
- Attend and participate in annual meetings including: (requiring travel):
 - National Electrical Training Directors Association (NETDA).
 - Electrical Training ALLIANCE – National Training Institute.
 - Northwest Training Directors Annual Conference
- Assist with procurement for the program and the facility.
- Report to the committee on expenditures.
- Assist with the coordination of multiple contractors who perform building maintenance daily/weekly/monthly services. Including: Janitorial, Landscaping, Mechanical, Electrical, Elevator, Exterminators, etc.
- Assist with the coordination and schedule of maintenance personnel for routine duties as well as special projects.
- Schedule and attend Career fairs and other outreach events as needed and/or requested.
- Participate with Pre-apprenticeship programs.

Pay Range, Hours, Benefits

- This is a full-time, salaried, exempt, benefit-eligible position.
- Salary will be commensurate with knowledge, skills, abilities, qualifications, and experience.
- Work shift may vary as needed.

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PSEJATC Academics Manager Job Description

About the Position

The Puget Sound Electrical Joint Apprenticeship Training Committee (PSEJATC) is an apprenticeship training program, managed equally by both The International Brotherhood of Electrical Workers (IBEW) Local #46 and The Puget Sound Chapter of the National Electrical Contractors Association (NECA).

The Academic Manager position is NOT an IBEW nor a NECA position. All communications, actions and decisions involve both parties equally and must be administered in a non-biased manor. The Academics Manager is a key member of the PSEJATC team and will be expected to participate fully for the good of the program.

Qualifications / Attributes

Required

- The selected individual should be knowledgeable in all aspects of the Electrical Construction Industry and Electrical Construction Apprenticeship Programs. Including Inside Wireman, Limited Energy, and Residential scopes of work.
- Knowledge of the electrical trade and skills required.
- Proficient in using the Microsoft Office Suite, specifically: Word, Excel, Outlook, and PowerPoint.

Desired

- Experience in Apprenticeship Training.
- Background in Electrical Training ALLIANCE curriculum.
- Experience in curriculum development and instruction.
- Be a detail-oriented individual with strong time-management skills.
- Can communicate clearly and accurately both written and verbal with all types of individuals and personalities.
- Working knowledge of computers, multimedia formats, software applications, and office environments.
- Strong organizational skills, analytical and interpersonal skills.
- Commitment to working with diverse groups, communities, and organizations.
- Ability to prepare and maintain schedules.

Role and Responsibilities

- Report to the Training Director and/or Assistant Training Director.
- Assist with the supervision, monitoring, and communication with all PSEJATC Instructors.
- Manage curriculum for Inside Wire, Limited Energy, Residential, Bootcamp, and CEU classes across two locations.
- Manage the ProTech Skills Institute LMS site.
- Manage class schedules on an annual and quarterly basis.

- Provide instructional support for Instructors.
- Coordinate Apprentice support with the Academics Counselor.
- Manage Monday-Make-Up and Test & Tutor.
- Address concerns regarding apprentices and apprentice issues.
- Respond to all requests daily. Phone, email, and drop-ins.
- Attend and participate in regular meetings including:
 - Instructor meetings
 - Leadership Team Meetings
- Work with Subject Matter Expert Teams to update or add curriculum
- Work with Administrative Staff in the development policies, procedure, and best practices relating to Canvas courses.
- Lead training workshops as needed.

Pay Range, Hours, Benefits

- This is a full-time, salaried, exempt, benefit-eligible position.
- Salary will be commensurate with knowledge, skills, abilities, qualifications, and experience.
- Work shift may vary as needed.

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Application for Employment

Puget Sound Electrical JATC is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made on the basis of qualifications and without regard to race, sex, religion, national or ethnic origin, disability, age, veteran status, or sexual orientation.

PLEASE TYPE OR PRINT. Complete the entire application.

Position Applying For:		Name (Last, First, Middle):	
<input type="checkbox"/> Full-time			
Street Address:		City, State & Zip:	
Home Phone:	Cell Phone:	Other Phone:	
Email:			
Are you 18 years of age or older?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Are you currently employed?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, what is your current job title & department?	
If offered employment would you need to give 2 weeks' notice to your current employer?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
May we contact your current employer for a reference?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES : Name of Contact		Phone:	Email:
How did you learn about this employment opportunity at PSEJATC? Check all that apply:			
<input type="checkbox"/> Job Bulletin (Posting) <input type="checkbox"/> Dept. of Labor <input type="checkbox"/> Referral by employee _____			
<input type="checkbox"/> Other:			
What position(s) are you interested in applying for check all that apply.			
<input type="checkbox"/> Assistant Training Director <input type="checkbox"/> Academics Manager			
Briefly explain how you would like to contribute to the apprenticeship:			

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

I certify that the information on this application is accurate and complete. I understand and agree that failure to fully complete the form, or misrepresentation or omission of facts, represents grounds for elimination from consideration for employment, or termination after employment if discovered at a later date. I authorize Puget Sound Electrical JATC to investigate, without liability, all statements contained in this application and supporting materials. I authorize references and former employers, without liability, to make full response to any inquiries in connection with this application for employment. If requested, I agree to submit to criminal background investigation, and/or screening for illegal substances upon conditional offer of employment, if required.

I understand that this document is NOT an offer of employment, and that an offer of employment, if tendered, does NOT constitute a contract for continued guaranteed employment.

I understand that staff employees of Puget Sound Electrical JATC serve at-will, and the employment relationship may be terminated at any time by either party, for any or no reason, other than a reason prohibited by law.

If employed, I will be required to furnish proof of eligibility to work in the United States, and to comply with company and departmental regulations. I understand that if employed on a temporary basis, I would be paid for hours worked only, and would be ineligible for benefits including paid time off.

Applicant Signature: _____

Date: _____

Applicant Print Name: _____