Position Title: Program Director, OSHA Institute Education Center

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<th>Position Information</th>
<th>Program Director, OSHA Information</th>
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<tr>
<td>Position Number</td>
<td>401070</td>
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<td>Campus Location</td>
<td>Lakewood, Colorado</td>
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| Primary Physical Work Address| 13300 West Sixth Avenue  
Lakewood Colorado 80228                                           |
| Salary                       | $64,466.84/annual                                                       |
| Starting Pay Rate            | Starting Salary is not negotiable                                      |
| Anticipated Start Date       | Fall 2021                                                              |
| FLSA Status                  | Exempt, this position is not eligible for overtime.                    |
| Closing Date                 | Wednesday September 15 15, 2021 by 11:59 p.m.                           |
| Job Type                     | Full Time                                                              |
| Benefits                     | RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the [CCCS Employee Benefit Website](#). |
| Retirement                   | The Colorado Public Employees’ Retirement Association (PERA) provides retirement and other benefits to employees of the State of Colorado. |

**Time Off**

- Leave Accruals (Leave prorated for appointments under 100%)
  - Annual/Personal Days: 22.5 (180 hours)
  - Sick Days: 15 (120 hours)
  - (Over 12 months, based on full time appointment accruals)
- Other Leave
  - Administrative Leave for Academic and Volunteer Activities: (18 hours per fiscal year)
- Holidays Observed: 10
  - Four Holidays are observed on an alternative schedule (Columbus Day, Veteran's Day, Martin Luther King Jr. Day, and President's Day). RRCC observes these holidays between Christmas Day and New Year’s Day, resulting in campus being closed from Christmas Day through New Year’s Day, with eligible employees on Holiday Leave
  - Jury Leave
  - Military Leave

**Online Application**

Click Here to Begin Your Application
Position Announcement:

Red Rocks Community College is seeking applications for a full-time Program Director to join our Workforce Development, OSHA Institute Education Center.

Red Rocks Community College exemplifies extraordinary. We are dedicated to our Vision and Mission, which promote student achievement, staff empowerment, and community engagement. We live our values: Integrity, Collaboration, Learning, Inclusiveness, and Communication. We encourage applications from individuals whose background and interests align with our commitment to inclusiveness and welcome you to visit the RRCC Inclusion & Diversity webpage for additional information.

With an unrivaled reputation grounded in our Values, we stand out as a cutting-edge model in higher education. We are one of the first community colleges in the country to offer both Bachelor’s and Master’s degree programs. Our continued pursuit of excellence is instilled in our employees and has inspired a dynamic and passionate culture.

Summary of Position:
The Program Director is responsible for the management and coordination of the RRCC OSHA Institute Education Center Non-Credit and credit programs. The director maintains the currency of the OSHA, CETC and OGOP course prefixes and programs and coordinates the creation of new courses and programs in accordance with the continual emerging needs of the Safety & Health Industry. This position exists in order to provide continuing educational programs to address safety and industry needs for training and development.

Required Qualifications:

- Bachelor’s Degree or an Associate’s degree in safety, health or the environment.
  - Substitution: A combination of education, professional certifications and professional related work experience may be substituted for the degree on a year for year basis.
- Certificate in Occupational Safety and Health, (ASP, CSP, CIT) and/or 10 years Safety and Health work experience
- Three (3) years ed administration experience with adult learners.

Preferred Qualifications:

- Three (3) years of experience specifically in Occupational Safety and Health adult education.
- Membership in or experience working in diverse communities and supporting the success of students and staff from racial, ethnic, and gender backgrounds that are underrepresented in the College.

Required Knowledge, Skills, Abilities:

- Verbal and written communication skills including the ability to give and receive information accurately and present information to groups and in public settings.
- Ability to collect, compile, analyze and evaluate information and make verbal or written presentations based on this information
Description of Position

Coordinate and manage all OSHA Institute EC off-site courses and host institutions.

- Price out courses and generate proposals for training. Initiate invoicing for company.
- Schedule course(s) and instructors, arrange locations and confirm instructors travel and apply RRCC travel procedures.
- Oversee the ordering of course materials and shipping of all materials for training courses.
- Serve as primary contact and liaison for all off-site clients and host site facilities. Follow up with client at the conclusion of the class.

Implement all Department of Labor OSHA Directorate of Training rules, regulations and course requirements.

- Maintain all OSHA recordkeeping and responses to requests made by the Directorate of Training and Education in the required time frame.
- Maintain the searchable course database on the OSHA Institute Education Center webpage.
- Assure all OSHA courses comply with the established Terminal Learning Objectives and Enabled Learning Objectives as set forth by the OSHA Directorate of Training and Education.

Coordinate and manage of the OSHA Institute Education Center operational functions.

- Scheduling all on-site courses, build courses in Banner and CMS,
- Scheduling the use of the OSHA Institute classrooms.
- Create and publish the OSHA Institute yearly brochure.
- Oversee registration and payment process.

Coordinate and schedule all OSHA Institute adjunct instructors to teach OSHA Institute courses.

- Recruit, identify and hire instructors.
- Review course evaluations of every course and instructor. Utilize continuous quality improvement techniques to maintain exceptional levels of instructional quality.
- Track records to assure that all OSHA Institute EC instructors meet the requirements set by OTE regarding instructor qualifications.

Coordinate and manage Specialist Certificate Programs.

- Determine courses required for each certificate and gauge industry need to determine any new programs or courses to be added to the Programs.
- Review and approve course transfers requested by participants into their Specialist Certificate Program.

How to Apply:

Complete applications must be received by 11:59 p.m. Wednesday September 15, 2021. To apply for this position, click here to begin your application, including the following:

1. A cover letter describing your professional experiences and addressing the required and preferred qualifications.
2. A resume.
3. Transcripts (unofficial).

Additional upload sections are available in the application to include optional attachments.
Please note the following prior to beginning your application:

- Your application progress cannot be saved. If you exit prior to submitting your materials, you will need to restart the application.
- As a part of the application process, you will be asked to provide the name, phone number, and email address of three professional references. References will only be contacted for candidates at the second level interview stage.
- You will be required to attach a cover letter, resume, and transcripts. Your cover letter should describe your professional experiences and address the required and preferred qualifications.
- Once you submit your application, you will no longer have an opportunity to review or make changes.
- You will receive a confirmation email once your application has been received.

Benefits:
RRCC offers a range of benefit choices (Medical, Dental, Vision, FSA, Life Insurance, Supplemental Retirement Plans, PERA, Disability Benefits, and more). For additional information, please visit the CCCS Employee Benefit Website.

The Assessment Process:
Red Rocks Community College utilizes selection and/or search committees in the hiring process for vacant positions. All applications received by the closing deadline listed on this announcement will be reviewed to determine if applicants meet required qualifications. All applicants meeting the required qualifications will be considered for an interview with the department.

Be sure your application materials specifically address your qualifications, experience, work products, and accomplishments, as they relate to the position responsibilities, required qualifications, and preferred qualifications sections of this announcement. Upload additional documents, if necessary, to fully explain your experience and qualifications as they relate to this position. Failure to include adequate information or follow instructions and apply by the listed submission deadline, may result in your application not being accepted for this position, and may affect your inclusion as a qualified candidate at any stage in the search/selection process for this position.

Transcripts Required:
An unofficial copy of transcripts must be submitted at the time of application. Assessment is required for Transcripts from colleges or universities outside the United States for U.S. equivalency by a NACES educational credential evaluation service. This documentation is the responsibility of the applicant and must be included as part of your application materials. Failure to provide a transcript or credential evaluation report may result in the rejection of your application and you will not be continued in the search/selection process for this position announcement. If selected as the finalist for the position, official transcripts are required as a condition of employment.

Necessary Special Requirements:
Must submit to and successfully complete a pre-employment background check as a condition of hire. Felony convictions or conviction of crimes of moral turpitude or convictions of misdemeanors related to job duties may disqualify you from consideration for this position. Should your background check reveal any charges and convictions, it is your responsibility to provide RRCC Office of Human Resources with an official disposition of the charges.

**Important Notes:**

Note: Former employees of the Colorado Community College System or one of its 13 colleges, who were disciplinary terminated or resigned in lieu of termination, must disclose this within your application materials.

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ethnic origin, pregnancy status, veteran’s status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298.

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

RRCC conducts pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.