



Apprenticeship Specialist, Program Development

Technical College System of Georgia

Office of Workforce Development

Salary Range: \$47K to \$57K, commensurate with education & experience

Location: 1800 Century Place, Atlanta, Georgia, 30345

The position is open to all applicants who meet the minimum qualifications below.

The Apprenticeship Specialist, Program Development is responsible for supporting TCSG Institutions, employers, and stakeholders with the development of Registered Apprenticeship Programs (RAPs). This position will work under the direction of OWD's Apprenticeship Programs Manager.

RESPONSIBILITIES

- Serves as the lead for registered apprenticeship program (RAP) development with TCSG institutions;
- Identifies curriculum programs to meet industry training needs;
- Provide consultative assistance to technical colleges and employers with the development of new apprenticeships;
- Serve as a liaison with the USDOL Office of Apprenticeship's Regional Office;
- Providing support for practitioner education and training on apprenticeships; and
- Supporting statewide apprenticeship initiatives and grants, reviewing apprenticeship agreements, facilitating apprenticeship meetings, researching apprenticeship trends, and coordinating and administering industry related academic program accreditation initiatives.

*Other duties are assigned as needed and within the scope of the core responsibilities of this position.

MINIMUM QUALIFICATIONS

Associate degree required in a relevant field ***and*** Three (3) years of relevant work experience; or a Bachelor's degree ***and*** One (1) year of relevant work experience.

PREFERRED QUALIFICATIONS

- Bachelor's degree in an educational discipline or other related program major from an accredited college or university;
- Experience in education or training, such as faculty at a technical college or industry trainer; or
- Experience in Workforce Development or in developing/implementing formal apprenticeships

TECHNICAL COMPETENCIES

- Expert knowledge in program development and key stakeholder engagement
- Advanced proficiency in Microsoft Excel, Word, and Outlook
- Superior oral and written communication skills;
- Decision making and problem solving skills

HOW TO APPLY

Interested parties should apply at Team Georgia Careers, [Team Georgia Careers Website](#)

Applications will be accepted until filled. Due to an anticipated large volume of applications, only those who receive an interview will be notified of the status of the position.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (404) 679-1759.

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