

# Listening > Responding > Contributing

## SHARE YOUR PASSION

You're good at what you do, and you know why it matters. Here is an opportunity to bring your expertise into a dynamic environment and increase the positive impact of your talent. Apply your skills and experience in a new way, and spread your enthusiasm for excellence at Harper College.

We welcome you to inspire others, contribute to your profession, and enjoy the complete educational experience, collegial setting, and advanced resources of Harper. ***Share more than your expertise. Share your passion at Harper College.***

### COORDINATOR, STAFF PROFESSIONAL DEVELOPMENT

Harper College is seeking a skilled professional for Coordinator, Staff Professional Development position. The Coordinator will facilitate professional learning and development for all Harper staff through a variety of content and adult learning delivery methods. The coordinator will interact with a wide range of stakeholders to develop or procure leadership, technical, compliance, skill, and professional development programs, and monitor their effectiveness. Incorporating the College's core values, strategic initiatives, DEI principles, and a competency-based framework into learning outcomes will be a central goal. This is a hands-on role requiring planning, tracking, and detailed project organization and execution.

#### Requirements:

- Bachelor's degree in related field required. Master's degree preferred.
- APTD or CPTD Certification from Association for Talent Development (ATD) highly preferred, or certificates in training design and delivery, facilitation, instructional design or performance.
- Three years minimum of demonstrable experience in training, organizational development and/or instructional design, preferably within a community college setting.
- Project management experience required.
- Exceptional interpersonal and leadership skills required, including written and oral communications, listening, presentation, group facilitation, influencing and negotiation.

- Must be able to work independently and have an understanding of adult learning theories and practice, including how various presentation methods cater to individual adult learning styles.
- Experience completing a full training cycle required (assess needs, plan, develop, coordinate, monitor and evaluate).

To learn more about this opportunity and apply, visit us at:

<http://jobs.harpercollege.edu/cw/en-us/job/494159?ApplicationSubSourceID=>

*Harper College is an Equal Opportunity Employer. We strive to create an inclusive learning and working environment where individual differences and identities are respected, valued and embraced. We encourage women, people from historically underrepresented groups, individuals with disabilities and veterans to apply.*

## **Vaccination and Test Mandate**

On August 26, 2021, Illinois Governor J.B. Pritzker issued Executive Order 2021-20 (COVID-19 Executive Order No. 87). The Order mandates COVID-19 vaccination for students and Higher Education employees, subject to certain exemptions which require regular COVID-19 testing. As an expectation of continued employment Harper employees must provide proof of vaccination or, if unvaccinated, provide weekly proof of a negative COVID-19 test. Both vaccinations and testing are available on campus at no cost to the employee. The Order also mandates that all individuals in Illinois who are at least two years old and who are medically able must wear face coverings indoors. Face coverings are also required outdoors on campus where social distancing cannot be maintained.