



THE OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION

JOB DESCRIPTION

Coordinator of Workforce and Economic Development Higher Education/Commerce Liaison

**Exempt
Position #100105**

ESSENTIAL FUNCTION

The Coordinator of Workforce and Economic Development will provide a high level of support for projects/programs in the Workforce and Economic Development division. This individual will be responsible for day-to-day and long-range administration of statewide projects/programs.

RESPONSIBILITIES AND DUTIES

- Advise the Oklahoma Department of Commerce (ODOC) and businesses on higher education capabilities and resources.
- Coordinate business attraction projects with the Chancellor and higher education institutions.
- Function as part of the expansion, retention, and attraction teams in the Business Location and Business Solutions divisions at the ODOC.
- Advise on target industries, strategy, and sales approaches.
- Create data displays and data category templates for frequently used information.
- Coordinate and compile adhoc data requests of ODOC and other chambers of commerce.
- Expand higher education institutions' participation in regional workforce development projects.
- Engage higher education experts in targeted industry efforts including existing industry focus, lead development, and prospect proposals.
- Help organize and participate in sales and marketing efforts with target companies and consultants.
- Participate on state-level workforce development teams.
- Other similar duties as assigned.

POSITION QUALIFICATIONS

Bachelor's degree or higher required. The preferred candidate will also have three (3) years related experience in higher education. Successful applicant must have the following skills and attributes: proven analytical ability, detail oriented, problem solving, organized, strong technical writing, interpersonal, presentation and research. Proficiency with MS Word, Excel, PowerPoint, e-mail, and database required. Must be able to perform in a high-volume work environment and meet deadlines as assigned. Demonstrated leadership with an ability to work effectively with internal and external constituents is required. Some travel required.

SUPERVISION

The employee performs work under the supervision of the Assistant Vice Chancellor of Workforce and Economic Development.

Interested candidates may submit a cover letter and resume (including a list of 3 professional references) to:

OSRHE, Human Resources, P.O. Box 108850, Oklahoma City, Oklahoma 73101-8850.

Fax #: (405) 225-9230

E-mail: hr@osrhe.edu

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