



Job Title: Professional Development & Business Skills Trainer

Reports To: Director / Program Coordinator, Training Institute

Department: Training Institute

Location: State Center Community College District – Herndon Campus or designated training site

Employment Type: Part-Time / Hourly (Not to Exceed)

Wage Rate: \$50.28–\$74.36 per hour (Trainer Level V–IX, depending on experience and qualifications)

POSITION SUMMARY:

The State Center Community College District's **Training Institute** is seeking dynamic and experienced **Professional Development & Business Skills Trainers** to deliver high-quality instruction in business, office administration, human resources, and workplace professional skills. Trainers may teach across a variety of programs based on qualifications and expertise, including **Administrative Assistant, Human Resource Assistant, and Professional Development** courses (e.g., Customer Service Academy, Effective Business Writing for Professionals, or Essentials of Supervision & Leadership).

These courses serve business professionals, job seekers, and incumbent workers through both public and contract education offerings. The ideal candidate will have a **minimum of four years of relevant experience** in business, management, human resources, accounting, or adult education and demonstrate strong instructional and facilitation skills. **Trainer level (V–IX)** will be assigned based on experience, credentials, and instructional capability.

KEY RESPONSIBILITIES:

Instructional Delivery

- Facilitate engaging and interactive workshops and courses in one or more of the following areas:
 - **Workplace Soft Skills:** Emotional Intelligence, Social Intelligence, Time Management, Communication Skills, Teamwork
 - **Business & Management:** Effective Business Writing, Customer Service Academy, Essentials of Supervision & Leadership
 - **Workplace Readiness & Compliance:** Career Readiness, Employment Readiness, Sexual Harassment Prevention, Conflict Resolution, Diversity in the Workplace
 - **Human Resources Topics:** Fundamentals of HR, Hiring Best Practices, Workplace Conduct
 - **Office and Business Programs:** Administrative Assistant and Human Resource Assistant
- Deliver training in a variety of formats, including in-person, hybrid, and virtual sessions.
- Customize or contextualize content to meet the needs of contract education clients, such as local businesses, nonprofit organizations, and public agencies.

Curriculum & Material Preparation

- Utilize **Training Institute developed lesson plans, presentations, participant guides, and instructional materials** to ensure consistency and alignment with program objectives.
- Incorporate **real-world examples, case studies, and practical scenarios** into lessons to reinforce learning and help participants apply concepts in workplace settings.
- Adapt instructional approaches as needed to address the specific goals of public workshops or customized contract training sessions.
- Provide input to the Training Institute on potential updates or enhancements to course content to ensure relevance and accuracy.

Student Engagement & Evaluation

- Foster an inclusive, professional, and supportive learning environment for adult learners from diverse backgrounds.
- Assess student progress through participation, activities, quizzes, and skill demonstrations.
- Provide constructive feedback and guidance to promote skill mastery and workplace application.

Client & Program Support

- Collaborate with Training Institute staff on scheduling, logistics, and evaluation of both public and customized courses.
- Represent the Training Institute professionally when working with employers, agencies, and community partners.
- Contribute to quality assurance and program improvement through course evaluations and feedback.

MINIMUM QUALIFICATIONS:

- **Experience:** Minimum **4 years** of relevant professional experience in business, human resources, management, training, accounting, or adult education.
- **Education:** Bachelor's degree in Business, Communication, Human Resources, Accounting, Education, or a related field preferred. Equivalent work experience may be considered.
- **Certifications (Preferred but not required):**
 - SHRM-CP/SCP, PHR/SPHR, CPTD (ATD), or equivalent HR/training certification
 - Instructional design or facilitation certifications (e.g., DDI, AchieveGlobal, FranklinCovey, DISC)
- **Instructional Experience:** Prior teaching, training, coaching, or adult education experience strongly preferred.
- **Technology Skills:** Proficiency in PowerPoint, Zoom, MS Teams, and basic learning management systems.

REQUIRED SKILLS AND ABILITIES:

- Comprehensive understanding of professional and workplace competencies.
- Strong presentation and facilitation skills for both small and large groups.
- Ability to adapt instructional style to meet diverse learning needs.
- Excellent interpersonal skills and commitment to student success.
- Ability to manage instructional time effectively and maintain a professional learning environment.

OTHER REQUIREMENTS:

- Must be available for flexible scheduling, including evening, weekend, or off-site classes.
- Must pass a background check in accordance with SCCC policies during onboarding.
- Must maintain professional conduct and confidentiality in all instructional and client interactions.

TRAINER LEVEL PLACEMENT (V-IX):

Trainer level and hourly rate will be determined based on:

- Years of professional and instructional experience.
- Breadth of subject matter expertise across multiple instructional areas
- Industry-recognized certifications and training credentials
- Demonstrated instructional effectiveness and participant engagement

TO APPLY:

The **Training Institute accepts applications continuously** to maintain a pool of qualified professionals for training in business skills and professional development. Candidates who meet the minimum qualifications, evaluated on their submitted resume and cover letter, will be **selected for an interview** and will be asked to deliver a short teaching demonstration.

We also welcome applications from candidates with expertise in **new or emerging areas of professional development** not currently offered by the Training Institute.

Submit the following to:

- andrea.torrez@scccd.edu
- frank.nunez@scccd.edu

Required application materials:

- **Resume**
- **Cover letter** detailing your relevant experience, subject-matter expertise, and the specific classes or topics you are qualified to teach
- **Applicable certifications or credentials** (if available)