



Apprenticeship Specialist at Intellectual Point

A rapidly growing Information Technology, Training, Consulting and Software Development Company in Sterling is looking for an Apprenticeship Specialist. The main purpose of this position is to market, develop, administer and monitor structured apprenticeship training program. Eligible candidates must have specific working knowledge of apprenticeship operations and program management to allow full evaluation of skill development through applicable programs that are subject to evaluation.

Duties & Responsibilities:

- Develop apprenticeship programs by assisting prospective and established sponsors in developing training standards, including on-the-job training and related instruction schedules, affirmative action plans and wage progression schedules.
- Market the apprenticeship program concept to general public, schools and employers. Raise interest and awareness through presentations, direct contact, mailing information and development of marketing materials.
- Administer apprenticeship programs by providing technical assistance and support in processing all relevant documentation of apprentice registrations, cancellations, completions and revisions.
- Candidates must demonstrate working knowledge of apprenticeship programs utilized in various industries throughout Virginia and must be able to evaluate programs, apply standards and conduct analysis of programs.
- Participate in course planning and develop program curriculum in outcome-based format. Develop catalog content for programs and prepare schedule for each term.
- Interview, assess, counsel and advise students and apprentices in establishing educational and career goals. Advise students on degree options and assist students in the enrollment process including preparing and presenting a portfolio to the Joint Apprenticeship Training Committee for acceptance. Conduct transcript and graduation petition evaluations. Monitor student progress.
- Demonstrated experience working with apprenticeship programs. Demonstrated understanding of apprenticeship and industrial occupations requirements, nature of work performed and governing agency requirements. Customer oriented and student centered experience preferably in an academic advising capacity. Experience in public speaking, educational marketing and recruitment.

Qualifications & Skills

- Considerable knowledge of apprenticeship programs and governing agencies.
- Considerable knowledge of effective marketing and recruitment methods.
- Knowledge of local, state, and federal laws impacting assigned program.
- Knowledge of current labor market trends.
- Skill in assessing and advising students.
- Skill in operating a computer and various software packages.
- Ability to prioritize multiple projects or to change priorities quickly and frequently.
- Ability to effectively communicate in oral and written form.

Please send a copy of your resume to: contact@intellectualpoint.com