



Montreat College's award-winning, cutting-edge and visionary cybersecurity program prepares students to solve the cybersecurity issues and concerns faced today in many corporate and government environments. Montreat College is actively engaged in developing government, industry, and educational partnerships in the field of cybersecurity. In addition to a traditional on-campus program, and a global on-line program, Montreat College established the Carolina Cyber Center to focus on continuing education training (including an innovative workforce development program), providing regional cybersecurity services, and developing public/private partnerships to advance the "state of practice" in cybersecurity.

Montreat College and the Carolina Cyber Center have an open position to coordinate the Cyber Apprenticeship program, assist in managing various state and federal grants, and to provide administrative support to the Carolina Cyber Center.

**Position:** Workforce Development Coordinator and Administrative Assistant

**Location:** Montreat, North Carolina

**Start Date:** Negotiable

**Summary:** Montreat College and its Carolina Cyber Center seek a highly qualified candidate to serve as a Workforce Development Coordinator and Administrative Assistant. This is a full-time position with commensurate compensation and benefits.

A qualified candidate will have a personal commitment to Jesus Christ and affirm and support the : <https://www.montreat.edu/about/mission/>

**Duties and Responsibilities:**

- Drive program participant recruiting efforts
  - Collaborate development of program marketing materials including brochures and online marketing strategies
  - Develop relationships with referring partners: local High Schools, Community Colleges, NCCC Youth Apprenticeship, and Workforce Development Boards
- Implement and oversee application process
  - Screen applicant resumes and facilitate interviews
  - Assist Apprentices in successfully enrolling into the program
- Create and maintain an effective filing system to support programs and apprentices
- Bookkeeping and facilitation of tuition payments

- In collaboration with the WFD Program Manager, organize, plan, and execute workforce development apprenticeship program
- Providing Administrative Support for the Carolina Cyber Center
  - Answering incoming calls; taking messages and re-directing calls as required
  - Handling email enquiries
  - Taking minutes
  - Arranging appointments, booking meeting rooms and conference facilities
  - General office management such as ordering stationary
  - Arranging both internal and external events

**Qualifications:**

Successful candidate will have knowledge and experience in:

- Previous experience, training, or knowledge about workforce development, candidate screening, and project management
- Ability to work independently, prioritize, organize, problem solve and exercise good judgment with minimal supervision
- Skilled coordinating a variety of projects simultaneously
- Ability to demonstrate flexibility and creativity
- Basic bookkeeping and administrative skills
- Working knowledge of MS Office (Word, Excel, PowerPoint) and Internet research techniques
- Great follow-up skills – the classic “self-starter”
- Excellent verbal and written communication skills
- Strong organizational and interpersonal skills required
- Knowledge of Salesforce and/or Constant Contact a plus

**Education/Experience:**

An earned bachelor’s degree in business, human resources, or a related field or 3-to-5 years of “hands on” experience in similar roles so as to demonstrate a track record of performance. Excellent communication, interpersonal, and organizational skills, proficiency in MS Office, especially Word, Excel, and Outlook.

**Application Requirements/How to Apply:**

Review of applicants will begin immediately and continue until the position is filled. The following materials should be submitted for consideration:

- Letter of Application
- Resume
- Samples of any courses developed and/or taught (videos, outlines, etc.)

**Send materials electronically to:**

Adam Bricker, Executive Director

Carolina Cyber Center of Montreat College  
adam.bricker@carolinacybercenter.com

**About Montreat College:**

Montreat College is a Christian liberal arts college accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to offer masters, bachelors, and associates degrees. The main campus is located in the Blue Ridge Mountains fifteen miles east of Asheville, North Carolina, a region recognized as one of the most attractive living environments in the United States. Satellite campuses in Asheville, Charlotte, and other sites supplement the main campus. The College is committed to Christ-centered teaching and learning and is a member of the Council for Christian Colleges & Universities.

The Carolina Cyber Center began as a vision from Dr. Paul Maurer, President of Montreat College, in 2018 to leverage the tremendous progress Montreat College made with its cybersecurity education program (e.g., 50+% enrollment growth, highly qualified/experienced professors, CAE designation from NSA/DHS, MOU with the U.S. Army). Initial funding for C3 was provided by Montreat College and in 2019 the State of North Carolina provided additional funding. The Center's vision is to be a national demonstration resource for developing community cyber awareness, ethical cybersecurity professionals, and public/private partnerships to advance the "state of practice" in cybersecurity.