



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.

Position: Workforce Development Manager, Instructional Designer, and Life Skills Instructor

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 Manager, Instructional Designer, and Life Skills Instructor. 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 vision, mission, statement of faith, and community life covenant of Montreat College: <https://www.montreat.edu/about/mission/>

Duties and Responsibilities:

Workforce Development Manager:

- Ensures program standards are compliant with the Department of Labor requirements for registered workforce development programs
- Provides monitoring and validation, as well as quality assurance on program implementation as evaluated by stated performance indicators
- Capture verification data for validation purposes on program outcomes
- Manage Workforce Development Coordinator and oversees the administration of the Cyber Apprenticeship Program
- Lead, coach, and manage Carolina Cyber Center student workers

Instructional Designer and Life Skills Instructor:

- Design instruction and learning activities for Essential Life Skills component of Cyber Apprenticeship program curriculum in accordance to current pedagogical and andrological practices
- Evaluate IT/Cyber curriculum and design and ensures current pedagogical and andrological practices in collaboration with cyber faculty
- Teach Essential Life Skills classes
- Develops and conducts presentations and workshops related to career readiness skills including the job search, networking, and interviewing skills

Qualifications:

Successful candidate will demonstrate relevant Coaching and Life Skills industry experience, a passion to teach and serve “the next generation” and will have Knowledge and Experience in:

- Coaching, Life Skills, and Career Development
- Designing courses for classroom, live online, and asynchronous delivery
- Competency in course development in all modalities
- Instructional design methodologies
- Performing classroom instruction and online/video instruction
- Experience in utilizing Learning Management Systems

Education/Experience:

An earned Masters Degree in Counseling, Psychology, Education, Human Resources, along with experience teaching and 3 to 5 years of “hands on” industry experience. 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
- Curriculum Vitae or Resume
- Samples of any courses developed and/or taught (videos, outlines, etc.)

Send materials electronically to:

Adam C. Bricker
Executive Director, Carolina Cyber Center
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.