Office of the State Director

Plans, organizes, controls, and evaluates the instructional, student support services, academic support, and institutional support programs in accordance with established policies.

- Develops short- and long-term goals and objectives for the improvement and growth of the program.
- Develops budgets to implement the planned services and activities.
- Maintains linkages with the University administration, government agencies, participating agencies, and community organizations.
- Assures delivery of quality training and instructional programs which respond to the needs of the community.
- Develops and issues policies governing the activities of the organization.
- Provides EEO/AAP services and activities which include development of the Employment Training Center Affirmative Action Plan; investigating grievances; and ensuring compliance with equal employment opportunity and affirmative action laws, rules and regulations.

Office of the Assistant State Director

Assists the State Director in the administration of the instructional and training programs, and coordinates the academic support services and student support services.

- Plans, organizes, directs, and evaluates all instructional and training programs.
- Plans and conducts staff development and faculty evaluation activities.
- Assures instructional vitality and provide an environment that leads to quality teaching and effective student learning.
- Coordinates the development of project proposals for extramural funding to maintain ongoing job training programs, and develops new proposals to respond to the community needs.

Administrative Services Unit

Provides for the planning, organizing, and directing of all administrative support services required by the program. These services include the management of business and financial affairs, personnel administration, procurement and property management, facility maintenance, and security.
Program Planning
  o Responsible for the preparation of program budget for the organization.

Business Affairs
  o Responsible for the organization’s fiscal operations, including budget execution, accounting, disbursing, contracts and grants management, procurement, payroll, etc.

Personnel
  o Responsible for the organization’s personnel functions, including the processing of personnel transactions, assuring that the personnel actions are in compliance with applicable University and State regulations and existing collective bargaining contracts.

Operations and Maintenance
  o Responsible for the cleaning and maintenance of the assigned grounds and buildings.

Security
  o Responsible for providing adequate security to insure the safety of facility users as well as a preventive measure to safeguard the assets of the State.

Physical Plant and Equipment
  o Responsible for the adequate facilities to conduct job training programs. This function also includes negotiating and contracting for off-campus training sites.
  o Responsible for supervising property and inventory activities and maintain inventory records.

Student Services
Provide for the planning, developing, conducting, and evaluating of support activities concerning students.
  o Provide program and course information to cooperating agencies and prospective students.
  o Provide orientation to incoming students.
  o Conduct admission and registration information.
  o Provide academic, occupational, and personal assessment activities.
  o Plan and provide student advocacy activities.
Plan and provide testing services.
Maintain student records and reports.
Conduct followup studies of student placement.
Establish and maintain effective relationships with participating and cooperating schools and agencies.
Prepare student reports that are requested by participating agencies and organizations.

**Instructional Services**

Provide for the planning, organizing, developing, delivering, and evaluating of instructional programs, services, and activities.

- Conduct individualized learning activities utilizing state-of-the-art techniques and technology information.
- Counsel and guide trainees in attaining their educational goals.
- Evaluate student progress and maintain records.
- Request, install, use, and maintain instructional materials, supplies, and equipment in enhancing trainee learning.
- Participate in professional development activities.
- Maintain teaching-learning environment that promotes desirable trainee-instructor relationship and ensures maximum learning.