Program Coordinator, Workforce Innovation

DIVISION/DEPARTMENT: Academic Affairs	**DATE TO BE FILLED:** December 2026
SALARY: Commensurate with Experience	

SUMMARY

The Program Coordinator supports the day-to-day implementation of approved Workforce Innovation initiatives under the supervision of the Executive Director for Workforce Innovation. The position coordinates training and career pathways, participant services, employer and community engagement, and program operations. A primary assignment is coordinating activities for the Center for Entrepreneurship and Innovation under its approved award and scope.

QUALIFICATIONS

Bachelor's degree in business, education, public administration, workforce development, community or economic development, or a related field; equivalent relevant experience may be considered under College policy. At least three years of experience coordinating training, workforce initiatives, community partnerships, small-business services, or grant-funded projects. Strong organization, writing, facilitation, relationship-building, spreadsheet or database, and digital communication skills are required, along with sound judgment in handling confidential information and approval procedures. Experience with HBCUs, rural communities, employers, small businesses, youth, underserved populations, credentials, work-based learning, or grant reporting is preferred.

RESPONSIBILITIES

- Coordinate approved work plans, calendars, workshops, training activities, entrepreneurship sessions, youth experiences, business-growth programs, showcases, and related logistics, registration, materials, and follow-up.
- Support participant inquiries, intake, attendance, referrals, and follow-up; connect students, residents, entrepreneurs, and employers with appropriate College and community resources, while maintaining confidential records.
- Coordinate employer, community, faculty, student, and College-office engagement. Arrange meetings, prepare agendas, record decisions, track agreed actions, and support relationships led by the Executive Director.
- Help document connections among short-term training, credentials, academic programs, work-based learning, employment, and business ownership. Support approved pilots, train-the-trainer activities, student engagement, and partner logistics.
- Maintain secure program and grant records. Collect participation, services, outcomes, feedback, partner contributions, and supporting materials; prepare draft narratives, dashboard updates, and evidence for review and authorized submission.
- Prepare event, supply, service, and travel requests; track costs and deliverables against approved plans; coordinate documentation with Finance and Grants; and promptly flag discrepancies or barriers.
- Draft participant materials, event notices, and partner communications for approval. Support accessible participation, document improvement opportunities, maintain repeatable procedures, and gather information for sustainability planning.
- Perform other related duties as assigned in support of approved Workforce Innovation priorities and Center goals.

The Coordinator works within approved plans and delegated authority and does not independently establish programs or curricula, set prices or policy, authorize expenditures, revise grant scope or budgets, submit official reports, make commitments for the College, or exercise independent supervisory authority.

SPECIAL INFORMATION The Federal Government requires that every individual hired since May 31, 1987, complete the I-9. This requirement is in response to the Immigration Reform and Control Act of 1986. Form I-9 has been developed to verify that persons are eligible to work in the United States.

ABOUT US

Rust College is a historically black college located in Holly Springs, Mississippi. Rust is a private, coeducational, four-year, residential, comprehensive Liberal Arts institution affiliated with the United Methodist Church. Founded in 1866, the college faculty, staff, and students are comprised of diverse social, cultural, ethnic, racial, and national backgrounds. The college is located 35 miles east of Memphis, TN, with forty-seven buildings on a one hundred twenty-six-acre campus. Often referred to as the "citadel on the hill," the campus and historic town provide the perfect backdrop for fulfillment of the mission to equip and inspire students for excellence and service in their communities and throughout the world.

RUST COLLEGE IS AN EQUAL OPPORTUNITY\AFFIRMATIVE ACTION EMPLOYER

TO APPLY

Persons interested in the above position should submit a cover letter, resume, unofficial transcript of the highest educational level completed, and three references, including contact information, to careers@rustcollege.edu.

(*Please put the job title in the subject line; you may attach your materials as Word or PDF documents*).

Ms. Shonika Nixon, HR Director
Rust College
150 Rust Avenue
Holly Springs, MS 38635

Closing Date:	**Posting Date:**
Open Until Qualified Applicant is Found	10/2026