



# Turtle Mountain Community College

10145 BIA Road 7  
P.O Box 340  
Belcourt, ND 58316  
Phone 701-477-7862  
Fax 701-477-7892  
www.tm.edu

## TCAP (Tribal College Apprenticeship Program) Coordinator

**Position Title:** TCAP (Tribal College Apprenticeship Program) Coordinator  
**Contract Term:** 12-month  
**Accountable To:** Dean of Career and Technical Education  
**Salary:** \$51,142 - \$55,526

**Summary of Position:** The Apprenticeship Program Coordinator at Turtle Mountain Community College (TMCC) oversees the apprenticeship program, ensuring alignment with objectives, regulatory standards, and industry best practices. The coordinator collaborates with apprentices, mentors, and external partners for successful outcomes. The role includes advising students, faculty, and employers, administering employer agreements, and liaising with regulatory and licensing entities, ensuring the apprenticeship program meets quality standards.

### JOB CHARACTERISTICS:

**Nature of Work:** Will work in a typical office environment with occasional travel required. May be required to occasionally work evenings or weekends to support program events.

**Personal Contacts:** Will collaborate regularly with apprentices (students), mentors, faculty and employers.

**Supervision Received:** This position will be supervised by the Dean of CTE.

### RESPONSIBILITIES:

#### 1. **Program Management:**

- Develop and implement the apprenticeship program strategy.
- Develop communication materials for employer partners.
- Manage contractual agreements for employer sponsors.
- Coordinate apprentice recruitment, selection, onboarding, and progress monitoring.
- Ensure compliance with regulations and standards.

#### 2. **Partnership Development:**

- Build and maintain relationships with educational institutions, training providers, and industry partners.
- Coordinate training curricula and apprenticeship standards with stakeholders.
- Collaborate with faculty and staff for student and employer participation in TCAP placements.

#### 3. **Mentorship and Support:**

- Assign mentors and support both mentors and apprentices.
- Organize check-ins, feedback sessions, evaluations, and resolve issues.

#### 4. **Administrative Duties:**

- Maintain accurate records of apprentice progress and certifications.
- Prepare reports on program outcomes and improvements.
- Manage program budgets and resources effectively with the Dean of CTE.
- Communicate student rosters with business offices and faculty.
- Serve on committees to keep the campus connected to the TCAP program.
- Research and develop program design, enrollment processes, and contractual agreements.



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- Lead assessment efforts and provide annual program reviews.
  - Align technical instruction and work-based learning with apprenticeship requirements.
  - Solicit and manage internship placements for students.
5. **Training and Development:**
- Develop and deliver training sessions for apprentices and mentors.
  - Stay updated on industry trends and best practices to improve the program.
6. **Outreach and Recruitment:**
- Promote the apprenticeship program through various channels.
  - Engage with potential candidates and provide program information.

### **JOB REQUIREMENTS:**

**Knowledge:** Strong understanding of apprenticeship frameworks and regulatory requirements.

**Skills:** Must possess excellent organization and communication skills. Superior customer and personal service skills. Must be proficient in Microsoft Office Suite and program management software.

**Abilities:** Must be able to work with a diverse student body. Ability to approach and speak with all potential student applicants. Ability to establish and maintain cooperative and effective working relationships with others. Ability to communicate effectively orally and in writing. Able to work independently and as part of a team. Ability to perform all other related work delegated or required to accomplish the objectives of the college.

**Physical Demands:** Ability to sit for extended periods. Ability to lift up to 25 pounds occasionally.

### **REQUIRED QUALIFICATIONS:**

- Associate degree.
- Valid ND Driver's license.

### **PREFERRED QUALIFICATIONS:**

- Bachelor's degree.
- Experience in a specific industry relevant to the apprenticeship program.
- Documented project management experience.
- Knowledge of adult learning principles and instructional design.
- Certification in program management or a related field.
- Experience in a higher education setting.