



- Provide logistical support for Construction Trades, Welding and Heavy Equipment which are housed in TEC+
- Ensure students have a one-stop shop to access credentials and workforce opportunities
- Oversee appearance, organization, and functionality of TEC+ facilities

### **Compliance, Policy & Innovation**

- Establish and maintain safety and OSHA-related policies and procedures
- Stay informed on workforce legislation and funding opportunities
- Support continuous improvement and innovation in programming

### **Grants & Apprenticeships**

- Assist in implementation, tracking, and reporting of workforce grants
- Lead development and oversight of FSCC Kansas Registered Apprenticeship Program

### **Procurement & Resource Management**

- Oversee procurement processes for Construction Trades, Welding and Heavy Equipment programs
- Ensure resources and equipment align with industry standards