



## MISSOURI PUBLIC SERVICE COMMISSION

### *JOB OPPORTUNITY*

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#### **DIVERSITY, TRAINING AND RECRUITMENT COORDINATOR**

The Missouri Public Service Commission is seeking to fill the position of Diversity, Training and Recruitment Coordinator with an outgoing, self-directed, organized, energetic individual who enjoys interacting with a diverse range of contacts.

Duties include coordination of and participation in Commission diversity and inclusion programs, which may include acting as the Commission representative on national boards; research, development, scheduling, and delivery of all non-technical training to Commission staff; development and implementation of training materials; and coordination and participation in career fairs and other recruitment and networking events. The position is in Jefferson City, with some in and out-of-state travel required.

**QUALIFICATIONS:** Two years of professional or technical experience in a business, governmental, or military setting, where the primary duties involved formal classroom training, training course design and development, and/or curriculum planning; professional teaching experience at the high school level or above; and/or educational administration involving responsibility for curriculum planning and the supervision of teaching staff; and a Bachelor's degree from an accredited college or university with a minimum of 15 earned credit hours in one or a combination of the following: Education, Business or Public Administration, the social sciences, or a closely related field. (24 earned graduate credit hours from an accredited college or university in the specified areas may substitute for one year of the required experience. Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education); or one year of experience as a Training Technician I. Working knowledge of personal computers and related software, excellent written and oral communication skills, interpersonal skills, and organization skills is required. Must have the ability to effectively interact with diverse audiences.

Annual starting salary range is \$39,708 to \$47,868 with a potential increase at the end of a successful probationary period. To be considered for this position, send an application, resume, a copy of each transcript from all colleges/universities attended, and a short training curriculum sample to the Missouri Public Service Commission, **Reference #AD081217**, P.O. Box 360, Jefferson City, MO 65102 or via e-mail to [pscjobs@psc.mo.gov](mailto:pscjobs@psc.mo.gov). **This position will remain open until filled.** For additional information, visit [http://psc.mo.gov/General/Career\\_Opportunities](http://psc.mo.gov/General/Career_Opportunities).

**“An Equal Opportunity Employer M/F/V/D”**