



Champaign-Urbana Electrical
Joint Apprenticeship & Training Committee, Inc.
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March 17, 2022

The Champaign-Urbana JATC is looking for individuals interested in becoming the new Training Director of the apprenticeship program. Bob Withers will be stepping down from the Training Directors position as of June 1, 2022. Mr. Withers will be moving to a 20 hour a week Assistant Training Director position. Any person who is a member of the IBEW in good standing (except apprentices) and is truly interested in educating and improving our industry, is encouraged to apply.

Applicants must submit a resume along with a cover letter via email, post mail or in person. These documents must be submitted by **4:30 pm., April 15, 2022**. The email and physical address are posted above. Please call the apprenticeship office if you have any questions.

Training Director Job Description

Administer the CUJATC Programs, Office, and Teach

Run the training office, maintain records on applicants and apprentices, organize office functions, review materials and bulletins from the NJATC, purchase supplies and equipment for the office, contact the NJATC with questions and/or problems, process veterans' papers for veteran benefits, attend training institutes, conferences, and seminars relating to the training director's position. The Training Director could be responsible to teach a class in the evenings thus has to be able to work evenings. Must be willing to become a CPR/First Aid instructor and teach CPR/First Aid to apprentices and journeyman.

Maintain Financial Records of the Training Trust

Pay bills, maintain up-to-date financial files, maintain accounts through proper bookkeeping software, utilize additional funding through state or other resources, prepare periodic financial reports, maintain proper insurance policies and coverage, work with accountant in administering funds, file tax reports, prepare yearly budget.

Recruit New Apprentices and Public Relations

Answer letters and inquiries about the program, prepare written materials for recruitment, provide information at high school and college career days and job fairs, place advertisements about the apprenticeship program, and give presentations to community groups.

Selecting New Apprentices for the Program

Take applications and verify qualifications, prepare a list of qualified applicants to be interviewed, schedule interviews, prepare interview materials, observe during interviews, tabulate and rank interview results, maintain a ranked list of qualified applicants for indenture into the program, notify successful applicant and prepare paperwork to indenture them as apprentices, schedule pre-employment testing and physical, meet with new apprentices and review program and policies, track and sign off on VA paper work for those apprentices that have VA benefits, and meet with VA representative for the annual audit.

Provide Apprentices with On-the-Job-Training

Assign apprentices to contractors, maintain and review apprentice's on-the-job training hours, counsel apprentices experiencing difficulties on-the-job, discuss apprentice performance with contractors, visit apprentices on-the-job, review apprentice reports and report problems, investigate any difficulties.

Provide Apprentices with Classroom Training

Check apprentice's attendance and grades in classes, maintain records of each apprentice classroom grades and attendance, interview and hire teachers with approval of the Apprenticeship Committee, arrange for instructor training workshops, monitor instructor performance, investigate any complaints or problems related to school or training, schedule special training, order textbooks and any special equipment needed for classes, substitute for teachers when necessary.

Working with the JATC Committee

Maintain confidentiality of CUJATC records; prepare correspondence for the committee meetings, attend committee meetings, develop and maintain records of CUJATC membership, and terms of appointment, review JATC bulletins, provide trustees with financial reports, present any potential disciplinary actions against an apprentice to the committee, make recommendations on ways to improve the program.

Working with Local 601

Consult with the Business Manager, notify local union about job placement of apprentices, assist in arranging membership for apprentices, notify local union about names of newly indentured apprentices, notify local union when probationary period is completed, notify local union of any advancements, suspensions, or other actions taken concerning apprentices, make available names of journeyman completing training course with special skills.

Working with NECA, and Local Contractors

Consult with association managers, notify contractors of upcoming journeyman classes, and work with associations and contractors to determine training needs, attend association meetings upon invitation to discuss training opportunities. Notify appropriate contractors of any advancement, suspensions, or other actions taken concerning apprentices.

Provide classes for Journeyman

Survey journeyman and contractors to determine journeyman training needs, determine classes to be offered with committee approval, publicize classes with local and contractors, provide instructors for each class, obtain training aids and equipment needed for the classes.

Computer Skills

Applicant should possess basic computer skills and be prepared to learn Windows operating system, NJATC Administration Software, Microsoft Office Programs, and QuickBooks.

Additional Information

Must have and maintain a current driver's license.

Must have a vehicle and mileage will be paid for the use of vehicle.

Salary will be Forman's wages, based on 48 hours of straight time per week, with 2-week vacation starting after the first 6 months of employment.