



Apprenticeship Manager

Job Description

Apprenticeship Manager / Corporate Partner Relationship Manager

This position requires excellent written and verbal communication skills; interpersonal, analytical, and organizational skills; and the ability to work flexibly with other team members. The position also requires previous experience in managing projects, business relationships (i.e. account management), building working relationships (with our students) - as it is necessary to maintain organization of our continuously moving student apprenticeships. Proven leadership skills, expertise in conflict resolution, and mentorship experience is ~~are~~ important. The Apprenticeship Manager must thoroughly understand Apprentice University, including all components of our education unrestricted model: apprenticeships, mastery-based digital badging, seminar-style classes, personalized education pathways, and cohort learning. Additionally, the Apprenticeship Manager must represent and promote the mission of Apprentice University accurately, consistently, and enthusiastically.

The Apprentice University Culture

Understanding the Apprentice University culture is crucial to framing engagement within our community. We acknowledge, encourage, and embrace that...

1. We are all students, pursuing God's will and exploring our dreams
2. Mentoring, nurturing, teaching, and coaching relationships are essential for our community
3. Respectfulness in communications is crucial
4. A learning disposition is essential
5. Intentionality in our endeavors is imperative
6. Unintentional failure is inevitable and expected as an essential ingredient in learning
7. The relentless pursuit of excellence is God honoring and demonstrates respect for others
8. Timely, direct, and respectful communications encourage strong relationships and reduce stress
9. Candor and direct conversations are imperative - especially in times of conflict (Matthew 18)
10. Any form of drama is unhealthy within relationships and community culture
11. Strong interpersonal relationships require authenticity, candor, and commitment
12. Teamwork is vital to the success of the organization and its members
13. A student's fragmented, false-start-laden pursuit of career interests is celebrated
14. Apathy, passivity, and absence of integrity are all entirely unacceptable
15. We are all human, sinful and fall short of the glory of God



Responsibilities:

1. Efficiently manage an apprenticeship "matrix system" (a.k.a. The Chess Board) for organizing student apprenticeships with our corporate partners
2. Arrange and manage all student apprenticeships with our corporate partners, including establishing start and end dates
3. Establish rapport with corporate partners, learning their businesses and identifying opportunities for potential apprenticeships
4. Continuously seek the next possible apprenticeship opportunity for each student
5. Arrange student interviews with corporate partners
6. Establish relationships and maintain open communication with corporate partners
7. Schedule intermittent meetings with mentors
8. Assist and direct corporate partners in developing standing apprenticeships, adjusting apprenticeships for student skill level and skill acquisition
9. Assist corporate partners in writing basic job descriptions and establishing apprentice expectations
10. Encourage, educate, and equip corporate partner mentors to excel in their mentorship roles
11. Help ensure adequate and appropriate apprentice/mentor communications
12. Step in to help redirect mentors if apprenticeships lack substance, and assist with conflict management as needed
13. As much as possible, adequately assess the required skill level for individual apprenticeships
14. Seek higher level apprenticeships for accomplished students
15. Encourage mentor involvement with Apprentice University events, workshops, training opportunities, and courses
16. Promote awareness and availability of Apprentice University's Mentor School program

Requirements:

1. Work in conjunction with other key Apprentice University team members, combining efforts to secure the needed partnerships, apprenticeships, and skilled students for a variety of industries
2. Meet regularly with the Director of Student Engagement to . . .
 - a. ensure monitoring of individual student progress, changing career goals, and continuous skills acquisition
 - b. coordinate ideas/plans for possible apprenticeships based on individual student/corporate partner needs
 - c. discuss individual student attitude, leadership and teamwork skills, and digital badge skills mastery
 - d. determine needed time off from apprenticeships; assess appropriate start and end dates
3. Communicate progress, expectations, concerns, and other specific information regarding individual apprentices to the Director of Student Engagement
4. Willingness to participate in occasional Apprentice University events, apprentice, workshops, training, and mentoring opportunities
5. Participation in apprentice promotion and judgement (graduation) day events



Expectations and Compensation

1. The role reports to the President of the University
2. The Apprenticeship Manager is expected to provide his/her own cell phone, and transportation
3. The role requires 20-25 hours per week, additional hours may be necessary to accomplish the growing demands of Apprentice University
4. The compensation is to be determined based upon qualifications
5. Time off, while not paid, is available with reasonable notice

To Apply

1. Please prepare a document summarizing your skills and experiences which most closely correlate to the positioned outlined herein. The use of mini case studies and stories which help explain your unique qualifications are appreciated.
2. Submit the document referenced above along with your resume to Apprentice University at Careers@Apprentice.University



ATTACHMENT A

INTEGRATION OF FAITH STATEMENT

Students, Staff, and Instructors within the Apprentice University community should understand that our culture, and conversations are decidedly established to operate within the framework of the Christian faith. The leadership of Apprentice University believes a grounded faith encourages, equips, and enables us to explore, invent, and imagine ways in which our students and our community can be intentionally extraordinary and obedient and pleasing to God.

For these reasons, we subscribe to:

1. The *complete* integration of faith, family, friends, work, and academics in a fashion that makes the lines between such naturally indiscernible.
2. Being the same person regardless of the situation or setting, thus demonstrating authenticity of character.
3. The structuring of our community to pursue knowledge through open conversations while being tolerant of differing opinions and the exploration of varying viewpoints.
4. A disposition to support students who are navigating intellectual, social, professional, and spiritual realms.
5. A student code of conduct consistent with the Christian faith and as outlined in the balance of this document.
6. The timeless truths and principles related to character and healthy relationships as articulated in Scripture, more specifically those outlined in Galatians 5:13-26 and Colossians 3:5-17.

Community members can expect to experience the above-stated predisposition and integration of faith.