

# Program Training Manager - Cosmetology

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## Personnel Requisition

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<b>Posting Number:</b>	201101538P
<b>Job Title:</b>	Program Training Manager - Cosmetology
<b>Location:</b>	Texas Township Campus
<b>Full-Time/Part-Time:</b>	Full Time
<b>Pay Rate:</b>	Base salary: \$44,767. Salary is determined by education and relevant years of experience beyond the minimum requirements.
<b>Position Type:</b>	Staff
<b>Department:</b>	Cosmetology & Barbering
<b>Job Summary:</b>	Are you a cosmetology and barbering professional with a service oriented nature? Are you energized by leading and mentoring others? If yes, then Kalamazoo Valley Community College may have an exciting new opportunity for you!

#### About Us

Kalamazoo Valley Community College is a comprehensive, fully accredited, public, two-year college in Kalamazoo, MI. We offer associate degrees in more than 60 areas of study and 50 certificate programs. Kalamazoo Valley Community College creates innovative and equitable opportunities that empower all to learn, grow, and thrive.

#### About the Opportunity

Kalamazoo Valley is seeking a full-time **Program Training Manager** as part of the college's Cosmetology and Barbering program. The individual in this position will instruct, lead, mentor and motivate students to achieve success while using our exclusive curriculum. They may also oversee the front desk, greet salon guests, manage the reception area, answer phone calls, schedule appointments, complete data entry and manage the Point of Sale system. Other tasks may include assisting with orientations, open houses and other admissions-related activities.

#### Specific responsibilities of this position include the following:

- Provide leadership, development and guidance to staff members in all functional areas, ensuring that the school culture supports student success at all levels.
- Assist with hiring, managing, training, coaching, developing and motivating all school staff.
- Work directly with students to provide the best possible student experience by providing guidance on educational requirements and guiding students to appropriate resources to help address educational and personal challenges.
- Operate school in a manner that achieves all goals in enrollment, key metrics and student outcomes.
- Ensure compliance with all company policies and all regulatory agencies, including but not limited to: Department of Education, Cosmetology State Licensing agencies, NACCAS, DOL, EEOC, etc.

**Minimum Qualifications:** Appropriate education, training, experience and talents are requirements. An example of this would be an associate degree in an appropriate field and three years of related experience including operational management, customer service and teaching and/or training.

Required qualifications also include:

- Active Cosmetology or Educator license per state requirement.
- Experience as a stylist in a licensed salon.

**Preferred Qualifications and Experience:**

**Physical Demands:**

**Work Hours:**

40 hours per week, scheduled based on operational needs.

**Posting Date**

06/23/2026

**Closing Date:**

**Special Instructions to Applicants:**

- Please apply online at [jobs.kvcc.edu](https://jobs.kvcc.edu)
- Please upload a copy of your State of Michigan Cosmetology Instructor license.
- Position will remain open until filled. Priority consideration will be given to applications received prior to July 7, 2026.

**EEO Statement**

As an employer, Kalamazoo Valley encourages, welcomes, and fosters differences because we believe that diversity makes us great. It is the policy of Kalamazoo Valley Community College not to discriminate on the basis of race (including traits associated with race such as hair texture and protective hairstyles), religion, color, national origin/ethnicity, sex, sexual orientation, gender identity, gender expression, pregnancy, disability, genetic information, age, height, weight, familial status, veteran status, marital status, citizenship, or any other status or characteristic protected by law, in its programs, services, employment or activities. All qualified applicants will be given equal opportunity and consideration for employment; please consider joining us as we empower all to learn, grow and thrive. Prior to a job offer, candidates will be required to complete a criminal record background check. For some positions, a credit history investigation will also be required. Information gathered will be used for job-related purposes to the extent permitted by applicable law and will not result in an automatic disqualification from an employment opportunity.

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## Applicant Documents

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Required Documents

1. Resume
2. Cover Letter
3. Letter of Recommendation
4. Other Document

Optional Documents

1. Letter of Recommendation 2
  2. Unofficial Transcripts
  3. Professional References
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## Posting Specific Questions

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Required fields are indicated with an asterisk (\*).

1. \* Individuals who use tobacco products will not be hired into any full-time position at Kalamazoo Valley Community College. Do you use tobacco products?
  - Yes
  - No