

Position: Vice President OnSite Education  
Job Type: Full-Time  
Reports to: SVP Education Relations, Director of Executive Education

### **General Description**

In the fast-paced, ever evolving retail banking industry, developing and retaining talent is critical to success. CBA OnSite Education brings advanced education directly to the staff of our member banks, offering education solutions that prepare them to increase their contribution to the team and their professional growth. The VP of OnSite Education is responsible for delivery of OnSite education, collaborating in content management, and administration of our proprietary simulation, MarketSim.

### **Duties and Responsibilities:**

- OnSite Subject Matter expertise (SME) and delivery of MarketSim and Banking Fundamentals
  - Serve as a primary instructor for MarketSim sessions delivered OnSite at our member banks as well as co-facilitator for Banking Fundamentals sessions
  - OnSite lecture & material refinement for these two courses, adjusting for audience knowledge/skill level.
  - Ensure content and messaging aligns with third OnSite session (BankCom) and Executive Banking School.
  - Continuously hone course content and process based on participant evaluations and dynamic financial services industry
- Business development for OnSite
  - Collaborate in producing marketing content for OnSite
  - Represent OnSite at conferences and other public forums
  - Evaluate potential competition
- Executive Banking School (EBS) Administrative support
  - Collaborate with CBA team and Year 2 faculty lead in training of faculty and material development for the 2nd year of EBS
  - Train faculty as MarketSim community leaders as needed

- MarketSim Simulation Administration (SDLC management)
  - Based on feedback from EBS faculty and industry relationships, identify updates and bug fixes
  - Manage Requirements Document and budget available for system administration
  - Partner with industry sources for relevant data and algorithms
  - Outsource and manage simulation programming

**Knowledge, Skills and Abilities:**

- Presentation skills: ability to communicate key learning objectives to students of varying experience levels
- Strong project management skills or similar SDLC experience
- Problem solving skills such as quickly adapting to unexpected issues that may surface during training
- Extensive banking experience in lending and product roles
- Financial statement analysis experience
- Can facilitate Train the Trainer sessions with curriculum developers when the need arises as well as to pilot any new curriculum.
- Maintain all necessary course collateral including facilitator and learner materials, presentation media, job aids and knowledge checks.
- Demonstrates a professional demeanor, initiative, confidence, creativity, the ability to set priorities in a dynamic environment, and commitment to continuous improvement.
- Experience in analyzing and interpreting financial data and making comparative analyses of bank financial statements
- Possesses excellent written and oral communication skills
- Proficient in Microsoft Office, specifically Word, Excel, and PowerPoint

**Relevant Experience/Background:**

- 15+ years banking experience
- Bachelor's degree in Finance or similar discipline
- 3+ Years Training or roles requiring extensive public speaking
- Travel is approximately 50%.
- Location: Continental U.S. based

**To Apply:**

Interested parties should send resume and details to Brenda Mechling at [bmechling@consumerbankers.com](mailto:bmechling@consumerbankers.com).