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<b>Job Title</b>	Perkins Director
<b>PVN ID</b>	HO-2205-004787
<b>Category</b>	Managerial and Professional
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$68,000.00 - \$72,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 04, 2022 (Or Until Filled)

## General Description

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Consistent with the mission of The City University of New York to provide access to higher education for all who seek it, Eugenio María de Hostos Community College is an educational agent for change, transforming and improving the quality of life in the South Bronx and neighboring communities since 1968. Hostos serves as a gateway to intellectual growth, socioeconomic mobility and a point of departure for lifelong learning.

In alignment with the college's mission, the Office of Academic Affairs is the recipient of a New York State funded Perkins grant and is currently hiring for a full-time Perkins Director.

### Background of Carl D. Perkins Career and Technical Act:

It is a source of federal funding to states and other grantees. Its aim is to develop the academic, career, and technical skills of secondary and postsecondary students who elect to enroll in career and technical education programs.

### Roles and Responsibilities

- Provide leadership to Perkins major efforts, strategically utilize resources to improve the participation of non-traditional students, increase job placement, increase completion.
- Work with the college community, instructors, and key personnel to keep Perkins major efforts on track and meeting deliverables.
- Assist each department in developing and implementing career awareness programs to increase the conversion rate of undecided students into Career Technical Education (CTE) programs.
- Assist with job placement, link CTE students to employment, including non-traditional gender occupations.
- Assist in developing and maintaining relations with employers to schedule career awareness programs and facilitate placement of students in internships and jobs.
- Record, compile, assess, and accurately report Perkins program data.
- Conduct the day-to-day tasks related to monitoring the progress of Perkins major efforts, ensure integrity in the delivery of all activities.
- Assist Major Effort Directors to meet the Perkins Core Indicators of Performance and Target Performance

Standards.

- Identify and document the eligibility of individuals with disabilities; economically disadvantaged individuals; individuals preparing for training and employment that is nontraditional for their gender; single parents; displaced homemakers; individuals with limited English proficiency; and coordinate services for these students.
- Collaborate with ME Directors and Grants Office to complete and submit interim, annual and other required reports per the deadlines for submission, and prepare the annual Perkins grant application.
- Conduct the Local Advisory Committee meetings and devise meaningful ways to solicit members input to shape effective CTE programs of study.
- Work with ME directors to develop annual budgets and budget justifications meeting Perkins requirements; continuously monitor expenditures for allowability, allocability and reasonableness; ensure ME directors spend down awards according to proposed timeline; assist ME directors with hiring, purchasing and developing contracts; and complete award close out.
- Other duties as assigned.

## Other Duties

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### Other Requirements:

- Reports to OAA Dean.
- Works closely with Grant Office, faculty, counseling staff, advising, recruiters, ESL, career services, and support services staff to provide appropriate services to students.
- Work directly with college-wide divisions such as; Office of Academic Affairs (OAA), Continuing Education and Workforce Development (CEWD), and Student Development and Enrollment Management (SDEM).

## Qualifications

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### Education & Experience:

- Bachelor's Degree required, Master's Degree preferred.
- Knowledge of Career and Technical Education programs and practices required.
- Teaching and/or counseling experience in a secondary or post-secondary setting preferred.
- Knowledge of Research Foundation of CUNY policies and E-Systems a plus.
- Ability to administer and monitor budgets consistent with RF policies;
- Ability to communicate effectively with key stakeholders verbally and in writing.