

Job Title	Program Director
PVN ID	KB-2102-003861
Category	Managerial and Professional
Location	KINGSBOROUGH C. C.
Department	Workforce Development
Status	Full Time
Annual Salary	\$58,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Apr 17, 2021 (Or Until Filled)

General Description

The Kingsborough Community College Division of Workforce Development and Office of Continuing Education is seeking an experienced, dynamic, and results-oriented Program Director for its new U.S. Department of Labor Strengthening Community Colleges Grant entitled, "Co-Designing an Integrated Accelerated Pathways Model with Employers and the Workforce Development System: Driving System Changes through the CUNY Community Colleges Consortium."

The program director, under the supervision of the Director of Workforce Training programs, will oversee the implementation of the project goals and manage project resources so that planned outcomes are achieved. This individual has day-to-day responsibilities for project operations and maintains continuous liaisons with project partners and stakeholders, as well as students of the program.

Other Duties

The Program Director will support the KCC program by:

- Providing day-to-day administrative and operational support to ensure that the project runs smoothly, efficiently, and effectively;
- Managing, coordinating, and overseeing the CompTIA (A+, N+, etc.) information technology training program at KCC;
- Coordinating the recruitment, enrollment, and retention of students in the SCC program;
- Preparing class schedule and conducting class orientation during the first day of class;
- Performing general administrative/clerical duties, including data entry, record-keeping, document collection, and maintenance of an electronic database;
- Handling requests for information and data, both internal and external;
- Preparing, modifying, and maintaining important shared documents (including data spreadsheets, reports, logs, reports, and memos);

- Participating in a blended working environment that includes both remote and in-person as required;
- Monitoring, overseeing, and expending SCC budget rationally;
- Promoting the infotech training programs to attract unemployed and under-employed New Yorkers and special populations, such as veterans, individuals with disabilities, dislocated workers, etc.;
- Writing and submitting monthly, quarterly, and yearly project reports;
- Hiring and assigning faculty with classes;
- Other duties & responsibilities as assigned.

Qualifications

-Bachelor's Degree required; Master's Degree preferred.

-At least 2 years of experience coordinating grant-funded projects in a professional environment in higher education and knowledge of RFCUNY funding operation; IT work experience is a plus.

-Must possess strong organizational, interpersonal, and communication skills with a collaborative and solutions-oriented workstyle;

-Must demonstrate an ability to manage timelines/deadlines successfully and to achieve key targets and milestones;

-Able to work independently and efficiently, perform multiple tasks simultaneously, and work within a team environment;

-Must have a strong working knowledge of Microsoft Office Suite, Zoom and work with Google Drive;

-Must be committed to supporting unemployed, underemployed, and special populations, such as Veterans, individuals with disabilities, dislocated workers, etc., in training and re-training for family-sustaining jobs in the NYC Metropolitan area.