
Job Title	Assistant Director
PVN ID	LA-1906-003143
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Career and Professional Programs/ACE
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Aug 21, 2019 (Or Until Filled)

General Description

LaGuardia Community College's Division of Adult and Continuing Education empowers more than 30,000 New Yorker a year to advance their careers, education and businesses. Career and Professional Program prepares over 800 adults annually for the changing world of work through industry-driven and student-centered training.

Career and Professional Program (CAPP) is seeking an Assistant Director to manage and grow its tuition-based career certificate programs. Reporting to the Associate Director, the Assistant Director is responsible for program development, assessment and marketing for a portfolio of 25 career certificate programs. Leading a staff of four full-time employees and more than 50 part-time faculty, the Assistant Director ensures the department meets its revenue, enrollment and quality outcomes. The Assistant Director uses his or her entrepreneurial mindset to address the day-to-day activities required to run successful trainings. These include but are not limited to marketing and recruitment, human resource management and student satisfaction.

General Duties and Responsibilities:

- Manage staff to support high performance in alignment with the divisional strategic goals.
- Overseeing the HR process for program personnel, which includes time and leave, new hires, appointments and related personnel actions.
- Support staff training and evaluation on a regular basis.
- Report and analyze quantitative and qualitative performance data of varying complexity.
- Ensuring compliance with established policy and procedures.

Other Duties

- Assist in the budgeting and monitoring of revenues and expenses on a monthly basis.
- Lead marketing and recruitment efforts to drive enrollment.

- Represent and support the associate director in external events and partnerships, strengthening the program profile.
- Perform other related duties as assigned.

Qualifications

- Bachelor's degree in Education or related disciplines required, Master's degree preferred.
- A minimum of 5 years' experience in an adult learning setting.
- Experience with curriculum development and program assessment for adult programs.
- Ability to successfully manage a number of projects simultaneously and deliver projects according to tight deadlines.
- Excellent effective oral, written communication, analytical and technical skills.
- Strong organizational and planning skills.
- Expert knowledge of MS Excel and Office Software.
- Strong leadership and team-oriented skills.
- Ability to work evenings and weekends as needed