



Job Title	Workforce Program Coordinator
PVN ID	LE-2406-006306
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	School of Continuing and Professional St
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 18, 2024 (Or Until Filled)

General Description

The fast-growing School of Continuing and Professional Studies (SCPS) at Lehman College is seeking an experienced Workforce Program Coordinator to join the team. SCPS is dedicated to preparing residents of the Bronx Community to enter or advance in the healthcare workforce through credit and non-credit training programs that range from Certified Nursing Assistant (CNA) to Tax preparation. SCPS partners with local employers, hospitals, and community-based organizations to arrange clinical internships and customized training. You will join a nimble team that serves over 400 students annually.

The successful candidate will be a dynamic workforce program coordinator with a passion for training the next generation of workers. Reports to the Director of Workforce, the workforce program coordinator monitors programs' quality, supervises program assistant, and oversees the daily operations of all programs, ensuring smooth and efficient processes.

Other Duties

- Responsible for faculty/tutor scheduling, certification, training, lesson plan retention, and troubleshooting.
- Ensure that reporting of essential program outcomes is accurate, timely and actionable (attendance, grades, certifications, etc.) and meets accreditation requirements.
- Proactively communicate with clients, staff and students and follow through to resolution.
- Manage the relationship with clinical sites, testing providers, and vendors.
- Lead technology adoption to meet the programs' growing needs, such as student registration system, and Learning Management System.
- Liaison between workforce and external and internal partners
- Assist in the development, implementation, and evaluation of new programs and initiatives
- Manage program update meetings with faculty and participate in meetings with clients.
- Other duties as assigned by the Workforce Program Director.

Hybrid Schedule: supervise staff at CUNY on the Concourse, 2501 Grand Concourse in-person, 3 days a week and work remotely the remainder of the schedule. Support evening and weekend programs (as needed).

Qualifications

- Bachelor's degree required
- At least two (2) years of full-time work experience in a related field.
- At least one (1) year of supervisory experience.
- Advance computer skills in MS Office 365, Zoom and Dropbox.
- Excellent written and verbal communication skills.
- Willingness to take advantage of professional development and growth opportunities
- Experience working in education administration.
- Passionate about serving the Bronx community

Preferred:

- One (1) year of teacher management.
- Previous experience, training, or knowledge about workforce development and project management