
Job Title	Workforce Development Coordinator (CIH) – Research Foundati
PVN ID	NC-2206-004852
Category	Managerial and Professional
Location	GUTTMAN C. C.
Department	
Status	Full Time
Annual Salary	\$55,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Aug 07, 2022 (Or Until Filled)

General Description

About Guttman Community College

Stella and Charles Guttman Community College is CUNY's first new community college in over four decades. The College officially opened its doors in midtown Manhattan, overlooking Bryant Park, in August 2012. Created to deliver a community college education with a focus on student achievement and timely completion, Guttman has been ranked the #1 community college in New York State. The College's high graduation rate (43% three-year graduation rate for the 2015 entering cohort) testifies to the success of its innovative academic model and to the dedication of its faculty and staff to student success.

Other Duties

Career Innovation Hub

To fulfill the College's strategic goals and to further its evolving mission, Guttman is creating the Career Innovation Hub (CIH). The CIH will build on our current academic programs and develop deeper industry partnerships through credit-bearing and non-credit-bearing certificate programs and course offerings while introducing part-time attendance for Adult/Continuing Education students.

The CIH will operate under the auspices of the Division of Academic Affairs' Center for Career Preparation and Partnerships (CCPP), which offers integrated career navigation support based on the NACE competencies referred to in the Guttman Learning Outcomes and within Guttman's Programs of Study. The CCPP works to build relevant and impactful industry partners to support meaningful career-focused experiential learning. The CIH will benefit from the academic foundation of programs and course offerings grounded in current academic program expertise and aligned with guided pathways.

Qualifications

Essential Functions

- Assist in developing and implementing career pathway programs.
- Build a network of employer partners in key industry sectors to help inform curriculum.
- Coordinate and track recruitment of nontraditional learners.
- Manage internship placement sites, employer relations, and liaison activities.
- Assist faculty in identifying existing curricula that could be modularized for non-credit offerings.
- Identify and evaluate external courses and/or complementary industry-recognized credentials.
- Assist in developing a strategy to embed stackable credentials into curriculum and create non-credit to credit pathways.

Qualifications

- Bachelor's degree required.
- Excellent presentation skills and professional written and verbal communication skills.
- Strong technical skills, including Microsoft Office and Google Workspace.
- Client-centered approach to supporting all partners, including employers, workforce and education professionals, faculty, and students
- Experience with processes and systems that require attention to detail.
- Able to work independently in a fast-paced, complex environment.
- Superior problem-solving skills.
- Must have a passion for helping nontraditional adults advance their career.
- Willingness to take advantage of professional development and growth opportunities.
- Experience in project management and workforce development or adult education preferred.

Job type: Full-time

Schedule: Monday to Friday remote

Salary: \$55,000 - Research Foundation of CUNY

Upload resume and cover letter to Careers page.