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<b>Job Title</b>	Workforce Development Manager
<b>PVN ID</b>	NC-2308-005799
<b>Category</b>	Managerial and Professional
<b>Location</b>	GUTTMAN C. C.
<b>Department</b>	Division of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 16, 2023 (Or Until Filled)

## General Description

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### Workforce Development Manager – Research Foundation of CUNY

#### 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.

#### Career Innovation Hub & Center for Career Preparation and Partnerships

The Career Innovation Hub (CIH) will create and implement tightly coordinated educational pathways that lead to satisfying and financially secure careers to support Guttman students as they navigate the complex intersection between their interests and aspirations, the labor market, and industry needs. The CIH will build on our current academic programs to offer credit-bearing and non-credit-bearing workforce development offerings aligned to industry needs. CIH will serve working adults looking to grow in their careers and job seekers looking for entry-level employment.

The CIH is part of the Division of Academic Affairs. CIH collaborates with the Center for Career Preparation and Partnerships (CCPP) to proactively engage industry leaders, develop work-based learning activities, and help graduates obtain jobs. CCPP works closely with faculty to embed industry-aligned credentials and employer-validated curriculum into certificate and degree programs.

CIH and CCPP have a particular focus on growing programs and partnerships focused on the tech sector. The tech sector is a terrific source of high-growth, high-quality, high-wage jobs in New York City. Several communities have been underrepresented in NY's growing tech workforce. Guttman's programs aim to directly address this disparity.

## Workforce Development Manager

The Workforce Development Manager will provide on-the-ground support of workforce programs, students, and college stakeholders. The manager will market the programs, support student registration, provide operational program support, and ensure the overall quality of the student experience. The manager will help to shape the workforce development programs and work-based learning opportunities at the college. The manager should have a strong attention to detail. The manager should be a creative thinker curious about workforce development in higher education.

## Other Duties

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### Essential Functions

- In partnership with the communications and marketing team, recruit students into workforce programs.
- Manage the registration of new students into workforce programs.
- Provide comprehensive, operational support to workforce programs, most of which will be held at nights or on the weekends.
- Liaise with program stakeholders, including Guttman faculty and staff to ensure students have a seamless, high-quality experience in workforce programs.
- Provide direct advisement and support to workforce students, as needed, and refer students to services, as necessary.
- Develop work-based learning opportunities for students, including internships, career-aligned jobs, apprenticeships, and experiential learning projects with tech and business employers.
- Gather and report on programmatic data.
- Research new workforce programs aligned to the academic programs at the college.
- Use NYS Department of Labor data, real-time analysis of job postings, and conversations with employers to understand and identify emerging workforce development needs.
- Support fundraising efforts for new or expanded workforce programs.
- Support the CIH instructional team.
- Support the Dean of Workforce on any tasks related to program development, program operations, and student success.
- Embody the creative spirit and do-it-yourself attitude of workforce development professionals in higher education.

## Qualifications

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### Qualifications

- Minimum of 2 years of relevant experience, preferably in a higher education setting.
- Experience managing programs and projects with a variety of stakeholders
- Ability to oversee the operations of in-person and/or online programs
- Solid research and writing skills
- Experience working collaboratively to both build consensus and act quickly
- A do-it-yourself, entrepreneurial attitude towards completing assignments

- Excellent presentation skills and professional written and verbal communication skills.
- Strong technical skills, including Microsoft Office.
- Experience with processes and systems that require attention to detail.
- Able to work independently in a fast-paced, complex environment.
- Strong problem-solving skills.
- Must have a passion for helping nontraditional adults advance their career.
- Willingness to take advantage of professional development and growth opportunities.

**Schedule:** Tuesday – Friday 1:00pm – 9:00pm and Saturday 10:am– 6:00pm. Hours are *negotiable*. Some remote work is possible. Funding is secured through December 2023. It is highly likely that this role will be extended beyond 2023.