
Job Title	Project Director
PVN ID	QB-2102-003843
Category	Managerial and Professional
Location	QUEENSBOROUGH C. C.
Department	Office of Continuing Education & Workfor
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Apr 05, 2021 (Or Until Filled)

General Description

Queensborough Community College's Office of Continuing Education & Workforce Development (CEWD) is seeking an experienced, dynamic and results-oriented Project 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." This \$5 million grant will enable CUNY to effect systemic change throughout the system to streamline Workforce Development programs and will also provide Technology, Health Care and Education upskilling programs to unemployed, underemployed and special populations across New York City.

QCC is the lead college in this consortia grant, in collaboration with the Borough of Manhattan Community College (BMCC), Bronx Community College (BCC), Hostos Community College (HCC), Kingsborough Community College (KBCC) and LaGuardia Community College (LAGCC), the Central Office of Continuing Education and Workforce Partnerships at the City University of New York as the IHE Coordinating Entity, the New York City Workforce Development Board (NYC WDB) and public and private sector partners and community-based organizations.

The SCC Grant Project will build the capacity of CUNY community colleges to collaborate with employers and the public workforce development system to meet local and regional labor market demand for a skilled workforce. The purpose of this project is (1) to increase the capacity and responsiveness of CUNY community colleges to address the skill development needs of employers and dislocated and unemployed workers, incumbent workers, and new entrants to the workforce;(2) to offer this spectrum of workers and other individuals accelerated career pathways in Technology, Health and Education, that enable them to gain skills and transition from unemployment to (re)employment quickly; and(3) to address the new challenges associated with the COVID-19 health crisis that necessitate social distancing practices and expanding online and

technology-enabled learning and migrating services to a virtual environment.

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To support this new initiative, QCC is seeking an experienced, dynamic and results-oriented Project Director with strong operational management skills, as well as knowledge and preferred experience with CUNY and the NYC Workforce Development ecosystem, and of national Workforce Development best practices. The full time Project Director will oversee a staff of program coordinators, instructors, advisors, and industry engagement/job development specialists. The Project Director will liaise with the Program Directors on each campus to coordinate consortium activities and progress towards objectives. The Project Director will oversee the project's overall budget working closely with the Project PI and Research Foundation of CUNY (RFCUNY), ensuring compliance with US DOL policies and regulations, and overseeing college-level program performance and outcomes. This full-time Project Director will possess the ability to work in a consortium environment and have experience directing a multi-campus training program with multiple internal and external stakeholders.

Demonstrated experience in designing and implementing Technology Workforce Development Programs is a requirement. This position reports to the PI, the Dean of Continuing Education & Workforce Development and secondarily to the co-PI, the Director of Labor Market Research & Workforce Development.

- Bachelor's degree required; Master's degree preferred;
- 5+ years of experience and expertise in one or several of the following sectors: Technology, Workforce Development, Continuing Education, Higher Education, Private or Public Sector Training & Development;
- At least 2+ years of program management/project management, particularly complex projects involving multiple partners and the use of data to manage program performance preferred;
- Experience with U.S. Department of Labor grants is a plus;
- Excellent planning, organizational and management skills; must demonstrate the ability to successfully manage timelines and deadlines and to achieve key targets and milestones;
- Outstanding verbal, written and interpersonal communication skills;
- Demonstrated Marketing & Outreach expertise to recruit students for Technology training programs;
- Commitment to Diversity & Inclusion.

Other Duties

Primary responsibilities include:

- Providing strategic guidance and oversight of program implementation & operations in collaboration with project stakeholders. Specific tasks include defining the program structures and systems, designing and executing program procedures and ensuring that the project is always on track to achieve its goals and outcomes;
- Monitoring and analyzing program and performance data in such areas as recruitment, enrollment, completion, job placement, participant demographics and progress towards project outcomes;
- Monitoring SCC budgets at QCC and across the consortium;
- Managing, implementing and evaluating Technology training programs, in collaboration with project stakeholders;

- Marketing Technology training programs to unemployed and under-employed New Yorkers, as well as to special populations, such as veterans, individuals with disabilities, dislocated workers, etc.;
- Identifying and apply Workforce Development best practices and strategies for expansion throughout the CUNY system;
- Writing and submitting monthly, quarterly and yearly project reports;
- Hiring Faculty and Industry Experts for Technology Training programs;
- Supervising 2-3 staff members.
- Other duties & responsibilities as assigned.

Qualifications

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