
Job Title	Director of Workforce and Professional Programs
PVN ID	SI-1509-000733
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	Office of Continuing Education and Profe
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Sep 26, 2018 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Continuing Education and Professional Development provides quality, flexible and cost effective training to support the educational and training goals of individuals and organizations. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department also serves the diverse needs of the community by offering college preparation and remedial programs, English language programs, and a variety of community enrichment opportunities.

The Director of Workforce and Professional Programs will coordinate and provide career and workforce development training programs and other student support services. Responsibilities include outreach, planning and delivering workforce education/training and assistance. The position involves working with New York City, regional partners, the college, and the university. The director is expected to develop and maintain resources and organizational partnerships that contribute to workforce development and improve access to education and employment.

Other Duties

- Manages and creates workforce and professional programs for students under the direction of senior management
- Builds relationships with local employers and engages in needs assessments resulting in new or improved workforce and professional programs with up-to-date curriculum endorsed by employers and professional organizations
- Identifies, carries out and contributes to activities that enhance the integration of the unit with all areas of the college, such as academic departments, Academic Affairs, Student Affairs, Finance and Administration, and Advancement
- Creates internship and externship opportunities for students
- Identifies employment opportunities with local businesses and organizations and assists students in obtaining open positions
- Collaborates with state, city, union, social service, and local entities to enhance and create programs
- Engages in active assessment practices, analyzing student feedback, student outcomes, instructor feedback, labor market reports, and demographics, and subsequently develops new workforce programs based on data
- Collaborates with faculty and industry experts regarding curriculum and program design
- Creates online learning opportunities, including programs and courses
- Compiles and analyzes placement and retention data; prepares statistical reports on program activities
- Assists in recruitment activities and departmental events such as student support workshops, professional developments initiatives and receptions
- Assists with College-wide initiatives such as service learning
- Provides leadership for the Workforce Development Committee
- Creates and supervises wrap-around student services; provides learning opportunities in career preparation in areas such as resume writing, interview preparation, and other career readiness skills
- May supervise related office operations, budget area, and staff
- Performs related duties as assigned.

Qualifications

MINIMUM Qualifications

Bachelor's degree and four years' related experience required.

PREFERRED Qualifications

Experience in higher education; academic study in related field; management experience