



Job Title	Associate Director of Workforce Development
PVN ID	SI-2201-004517
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	Workforce Development
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jun 02, 2022 (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 Division of Economic Development, Continuing Studies, and Government Relations advances the College of Staten Island's position as a trusted community leader, partner, and valued resource by promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

Reporting to the Director of Workforce Development and Innovation, the Associate Director of Workforce Development and Professional Programs is ultimately responsible for managing Workforce Development daily operations, including generating student enrollment, supervising instructors, front-line administrators and job development staff and guaranteeing all aspects of program quality.

Other Duties

Enrollment Management:

- Proactively identify opportunities to generate student enrollment, collaborate with marketing coordinator, Director to design enrollment strategies and lead staff in executing enrollment growth strategies.
- Collaborate with Director and marketing staff to ensure effective Workforce Development marketing campaigns, particularly in new program launches.
- Engage in active assessment practices, analyzing student demographics, feedback and outcomes, instructor feedback and labor market reports, and makes strategic recommendations to Director and senior management based on data.
- Launch, multiple large-scale events annually, including, but not limited to spring and fall Information Sessions, workshops supporting special student populations, job fairs, completion and graduation events, etc.
- Support the development of new program content, by conducting labor marketing competitor analyses.

Instructor and Staff Management:

- Work directly with instructors to ensure that all required program deliverables are completed and that students' learning experiences are of exceptional quality.
- Work with front-line administrative staff to ensure all program logistics are in place in preparation for program launches and other events.
- Work directly with the Workforce Coordinator to develop, document and implement all departmental procedures.
- Work with job developer to ensure employer partner portfolio is relevant and meets student employment needs.

Program Management:

- Appropriately address and/or escalate staffing, instructional, and student challenges, ensuring compliance with CUNY policy.
- Support Director, Executive Director and Associate Director of Finance and Administration in submitting proposals and reports tied to grant funding.
- Represent Workforce Development and Innovation at meetings and special events within the College, across CUNY and with external partners, including but not limited to exchanges with employers, academic departments, community based organizations, funders and credentialing bodies.
- Ensure all tasks are completed in alignment with departmental goals, as provided by Director.

Qualifications

MINIMUM Qualifications

- Bachelor's degree
- At least four years managing staff
- Instructional, job placement assistance and curriculum development experience

- Project management experience
- Excellent written communication skills

PREFERRED Qualifications

- Supervisory experience in a training unit
- Experience launching new training programs, including budgets
- Grant writing

In addition to uploading a copy of your resume/CV, please also upload an attachment responding to the following questions listed below. *Applications who do not respond to these questions may not be considered for the position.*

1. How many years of front-line staff supervisory work do you possess?
2. Describe your instructional experience.
3. Describe your experience presenting in both virtual and in-person forums.
4. What projects have you recently completed, that utilize your writing skills?
5. Explain “job development” as it pertains for workforce development.
6. Describe what you believe the business model of a workforce training department to be.