Job Title	Director of Training & Development
PVN ID	VA-2201-004507
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Full Time
Annual Salary	$100,000.00 - $115,000.00
Hour(s) a Week	35
Closing Date	Mar 14, 2022 (Or Until Filled)

General Description

MISSION

The CUNY Office of Continuing Education and Workforce Programs (CEWP) is dedicated to the mission of connecting academic pursuits with career competitiveness. CEWP works closely with industry to understand the skills required for the most in-demand jobs and trains City University of New York (CUNY) students in those skills to prepare them for early and sustained career success.

GENERAL DESCRIPTION

CUNY Continuing Education and Workforce Programs is seeking an experienced director to oversee Training & Development for the Industry & Campus Engagement (I&CE) unit of CEWP. The Director of Training and Development is responsible for the Upskilling program, the adult and continuing education programs, oversight of technology for said programs and additional training as necessary for the unit. The Director will set strategy and will work closely with the Senior Director for Industry & Campus Engagement to achieve goals to engage and develop campus' upskilling program capabilities in micro credentials, stackable micro credentials, credit for prior learning and other programs concerning adult learning as well as learning for credentials and certificates.

Other Duties

- Directly oversees one or more assigned programs and may directly conduct strategic and or complex learning initiatives and campus capabilities development.
- Responsible for day-to-day inception, planning, development, and oversight of all work pertaining to assigned special projects and programs.
- Analyzes internal data, external research, and best practice studies to make informed, strategic recommendations.
- Solicits advice from education and business partners and serves as their primary liaison for integration of

sustainable continuing education learning programs.
- Ensures that campus partners are educated and equipped to support and champion Training and Development programs; monitors quality of program implementation and administration as executed by campus partners.
- Facilitates an ACE working group for the sharing of best practices and lessons learned from CUNY ACE campus' training programs.
- Works directly with senior leaders and subject matter experts in high growth industries to ensure that learning programs are building strategically important capabilities for the broad population of New Yorkers.
- Oversees analyses on program effectiveness, reporting to CEWP leaders and providing insights, or recommendations.
- Directly manages program development administration, analysis, and reporting activities.
- Represents and navigates the University to and for external partners and forms strategic partnerships.
- Serves as an internal consultant to and advises college partners to implement strategic partnerships and initiatives.
- Liaises with one or more vendors, or third-party partners delivering technology learning and career services' solutions, ensuring quality selection, service, and delivery.
- Advises on special projects related to process reengineering and business development within CEWP and consults with CUNY Campuses. Serves to align assigned initiatives with CUNY-wide business strategies.
- Directs one or more full-time professional staff in program implementation and operations.
- Recruits, directs, motivates, and develops staff, maximizing their individual contribution, their professional growth, and their ability to function effectively with their colleagues as a team.
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

Minimum Qualifications

- Bachelor's Degree with five (5) to ten (10) years of relevant experience, or equivalent combination of education and experience in workforce development, business development, technology, or a related non-profit field
- Minimum two (2) years of experience in a managerial or supervisory role
- Excellent communication and facilitation skills, experience with employer engagement, fundraising, data management, and project management
- Knowledge of career development education policy issues, especially those related to college & career readiness and a deep understanding of access and equity issues
- Ability to think strategically, problem-solve, and develop programs and plans to achieve organizational goals
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment
- Flexibility to work some evening hours and occasional weekends
- Demonstrated computer skills and experience with standard desktop tools (e.g., MS Word, Excel,

PowerPoint; Zoom)
- Ability to travel to multiple sites throughout NYC

Preferred Qualifications

- Master's Degree in Education, Business, Public Policy, or related field.
- Work experience in either Higher Education or a technology organization focused on identifying and developing talent, training programs, or recruitment services.

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a hybrid (work-from-home and office) position. The permanent location of the position in the near future will operate in a professional office environment. Laptop and other equipment will be provided to support working remotely.
- Ability to travel to multiple sites throughout NYC.

EEO

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.