



Job Title	Perkins Assistant Director
PVN ID	BM-2501-006679
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Evening/Weekend and Off-Site Programs
Status	Full Time
Annual Salary	\$60,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Mar 28, 2025 (Or Until Filled)

General Description

Borough of Manhattan Community College (BMCC) is now the largest college in the City University of New York system, with more than 20,000 students, and is the first community college in Manhattan. BMCC's mission: BMCC is a diverse teaching and learning community committed to advancing equity and the intellectual and personal growth of students. Working to strengthen a culture of care inside and outside the classroom, we share a passion for learning with students from around the world. We strive to increase degree completion, successful transfer, career achievement and service and leadership within our community, New York City, and beyond.

The Perkins Assistant Director is responsible for assisting in collaborating with the academic chairs of the Career and Technical Education (CTE) programs of study as well as various student support service and academic support service areas to ensure that the requirements of the Perkins Grant are fulfilled. These areas include, but are not limited to, the Learning Resource Center, Office of Internships and Experiential Learning, Office of Student Affairs, Office of Institutional Effectiveness and Analytics, and the Office of Accessibility. The Perkins Grant provides support to students in CTE programs of study to prepare them for the 21st Century workforce as well as support for the faculty and staff in those programs. This position reports to the Director of Evening/Weekend and Off-Site Programs who is also the Perkins Grant Officer, or a designee. The Evening/Weekend and Off-Site Programs Office is recruiting to fill the Perkins Assistant Director position as part of the college's Strengthening Career and Technical Education for the 21st Century Act (formerly known as the Perkins Grant).

Hours: Tuesday through Saturday, 9 am – 5 pm and a few Sundays, which would be offset by a weekday.

Other Duties

Responsibilities include the following:

- Knowledge of the financial aspects of federal or state grants such as the Perkins Grant
- Experience or knowledge in creating complex budgets which will assist with fiscal oversight and accountability
- Proficient in using Excel to create various pivot tables
- Ensure academic departments and support service departments are spending grant funds in a timely manner while in compliance with the Perkins Grant regulations
- Serve as a liaison to the Research Foundation of CUNY personnel, benefits, procurement and accounts payable divisions
- Maintain accurate, detailed and timely reports
- Assist with supervising office staff
- Serve as a point-of-contact for ordering departmental supplies/materials, purchased services, travel, equipment and processing purchase orders and payment requests
- Process hiring paperwork i.e. onboarding and rehire PAFs, I-9, E-Verify documents
- Participate in trainings and professional development activities
- Other duties as assigned

Qualifications

- A Bachelor's degree plus four or more years of full-time work experience in finance, accounting, business or a related field.
- Significant knowledge of Microsoft Office (including Word, Excel, and Power Point).
- The ideal candidate must demonstrate excellent interpersonal, oral, writing and organizational skills and the ability to work with students, faculty, staff, and visitors of diverse backgrounds.
- It is imperative that the candidate has strong analytical, computer and problem-solving skills; is capable of working independently or as part of a team, and is able to complete projects in a timely manner while providing courteous customer service.