

Job Title	Assistant Director
PVN ID	LA-1811-002795
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	ACE/Business and Construction
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Mar 29, 2019 (Or Until Filled)

General Description

Overview of Position:

Under the supervision of the Senior Director of Career Programs, the Assistant Director supports a mixture of tuition, grant and contract based non-credit training programs for over 2,000 students annually. Business and Construction Programs is a fast growing department, which includes but is not limited to the MS Office, Bookkeeping, Tax Preparer, Construction Management, Building Management and Construction Software training programs. The program seeks to grow in various areas in business and construction sub-sectors of NYC.

As Assistant Director, you will assist the Senior Director with new program development, within the various sub-sectors, which includes curriculum creation, marketing, and networking with industry stakeholders, grant funders and employer partners.

The Assistant Director is primarily responsible for program quality, which includes hiring, training and managing a team of more than 20 part-time instructors and one full-time program support staff. He or she is responsible for implementing quality industry informed curriculum including development, implementation and monitoring. The Assistant Director will evaluate program data including training outcomes, enrollment, assessments and evaluations to enhance and improve programing.

To be an excellent assistant director, you must be organized, detail-oriented, and comfortable working with diverse teams and have superior communication skills.

Essential Functions:

- Manage day to day operations of the program to ensure trainings meet performance outcomes
- Identify and execute business and construction program growth
- Manage and grow program staff including 25 instructors and 1 support staff
- Ensure implementation of policies and best practices
- Help build positive relations within the team and external parties

- Ensure technology is used correctly for all operations
- Create systems to meet all records and reports requirements
- Perform other duties as assigned to support growth and program development

Other Duties

Qualifications

- Entrepreneurial mindset
- BS/BA in business administration and/or 5-year work experience in relevant field and position, master's degree preferred
- At least 4 years' instructor management experience in and adult learning setting.
- Experience building curriculum and assessments for adult populations.
- Tech savvy, proficient in MS Office, and Adobe Creative Suite for marketing materials, curriculum development, and version control
- Superior MS Excel and MS Access skills; able to design, implement, and maintain a data warehouse across multiple data systems
- Grant writing experience is a plus
- Ability to work with diversity and multi-disciplinary teams
- Excellent time-management and organizational skills
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Ability to work evening and weekends as needed