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| <b>Job Title</b>      | Temporary Project Director     |
| <b>PVN ID</b>         | QB-2409-006451                 |
| <b>Category</b>       | Managerial and Professional    |
| <b>Location</b>       | QUEENSBOROUGH C. C.            |
| <b>Department</b>     | Office of Academic Affairs     |
| <b>Status</b>         | Full Time                      |
| <b>Annual Salary</b>  | \$75,000.00 - \$80,000.00      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Nov 12, 2024 (Or Until Filled) |

## General Description

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Queensborough Community College's Workforce Development division, Office of Academic Affairs (OAA), is seeking an experienced, dynamic and results-oriented full-time, Temporary Project Director for its U.S. Department of Labor Strengthening Community Colleges grant entitled, "Co-Designing an Integrated Accelerated Pathways Model with Employers and the Workforce Development System: Driving System Changes through the CUNY Community Colleges Consortium." This \$5 million grant enables CUNY to effect systemic change throughout the system to streamline Workforce Development programs and provides Technology, Health Care and Education upskilling programs to unemployed, underemployed and underserved populations across New York City.

QCC is the lead college in this consortia grant, in collaboration with the Borough of Manhattan Community College (BMCC), Bronx Community College (BCC), Hostos Community College (HCC), Kingsborough Community College (KBCC) and LaGuardia Community College (LAGCC), the Central Office of Continuing Education and Workforce Partnerships at the City University of New York as the IHE Coordinating Entity, the New York City Workforce Development Board (NYC WDB) and public and private sector partners and community-based organizations.

The SCC Grant Project builds the capacity of CUNY community colleges to collaborate with employers and the public workforce development system to meet local and regional labor market demand for a skilled workforce. The purpose of this project is (1) to increase the capacity and responsiveness of CUNY community colleges to address the skill development needs of employers and dislocated and unemployed workers, incumbent workers, and new entrants to the workforce;(2) to offer this spectrum of workers and other individuals accelerated career pathways in Technology, Health and Education, that enable them to gain skills and transition from unemployment to (re)employment quickly; and(3) to address the challenges associated with the COVID-19 pandemic that necessitated social distancing practices and expanded online and technology-enabled learning and migrating services to a virtual environment.

The project is nearing the completion of the grant funding cycle, and this position will require the Temporary Project Director to work 35 hours per week, until January 31, 2025. QCC is seeking an experienced, dynamic

and results-oriented Project Director with strong operational management skills, as well as knowledge and preferred experience with CUNY and the NYC Workforce Development ecosystem, and of national Workforce Development best practices. The full time Project Director will oversee a staff of program coordinators, instructors, advisors, and industry engagement/job development specialists. The Project Director will liaise with the Program Directors on each campus to coordinate consortium activities and progress towards objectives. The Project Director will oversee the project's overall budget working closely with the Research Foundation of CUNY (RFCUNY), ensuring compliance with US DOL policies and regulations, and overseeing college-level program performance and outcomes. The Project Director will possess the ability to work in a consortium environment and have experience directing a multi-campus training program with multiple internal and external stakeholders.

This position reports to the PI, the Director, Labor Market Research & Workforce Development.

## Other Duties

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- Providing strategic guidance and oversight of program implementation & operations in collaboration with project stakeholders. Specific tasks include monitoring the program structures and systems, designing and executing program procedures and ensuring that the project is always on track to achieve its goals and outcomes;
- Monitoring and analyzing program and performance data in such areas as recruitment, enrollment, completion, job placement, participant demographics and progress towards project outcomes;
- Monitoring SCC budgets at QCC and across the consortium;
- Managing, implementing and evaluating Technology training programs, in collaboration with project stakeholders;
- Marketing Technology training programs to unemployed and under-employed New Yorkers, as well as to special populations, such as veterans, individuals with disabilities, dislocated workers, etc.;
- Identifying and apply Workforce Development best practices and strategies for expansion throughout the CUNY system;
- Writing and submitting monthly, quarterly and yearly project reports;
- Hiring Faculty and Industry Experts for Technology Training programs;
- Supervising 2-3 staff members.
- Other duties & responsibilities as assigned.

## Qualifications

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- Bachelor's degree required; Master's degree preferred;
- 5+ years of experience and expertise in one or several of the following sectors: Technology, Workforce Development, Continuing Education, Higher Education, Private or Public Sector Training & Development;
- Demonstrated experience in designing and implementing Technology Workforce Development Programs is a requirement.
- At least 2+ years of program management/project management, particularly complex projects involving multiple partners and the use of data to manage program performance preferred;
- Experience with U.S. Department of Labor grants is a plus;
- Excellent planning, organizational and management skills; must demonstrate the ability to successfully

manage timelines and deadlines and to achieve key targets and milestones;

- Outstanding verbal, written and interpersonal communication skills;
- Demonstrated Marketing & Outreach expertise to recruit students for Technology training programs;
- Commitment to Diversity & Inclusion.
- This is a hybrid position, with 70% on campus work expected for the duration of the grant.