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| **Job Title** | Director of Workforce Development and Professional Programs |
| **PVN ID** | SI-1801-002334 |
| **Category** | Managerial and Professional |
| **Location** | COLLEGE OF STATEN ISLAND |
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| **Department** | Workforce Development and Innovation |
| **Status** | Full Time |
| **Salary** | Depends on qualifications |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Sep 26, 2018 (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 Office of Workforce Development and Innovation develops workforce training programs designed to address critical skill gaps in high growth industries. Workforce Development provides quality, flexible and cost effective training to support the educational and training goals of individuals and organizations. We offer certificate programs and professional development courses in the healthcare, technology and business sectors. Our department draws upon the expertise of faculty and subject matter experts to deliver quality training programs.

The Director of Workforce Development provides leadership and strategic management of the College of Staten Island's Workforce development programming in order to position College of Staten Island (CSI) as a premier provider of workforce development to organizations in the public and private sectors. The Director is responsible for recruiting and managing a highly-trained staff; developing and managing the Workforce Development programmatic budget; supporting and participating in the business development activities of the Director of Workforce Development and Innovation.

# Other Duties

- Develops, implements, and measures performance of the Workforce Development strategicplan.
- Collaborates with the Assistant Director of Administration to develop and manage theWorkforce

Development programmatic budgets to ensure that programs are profitable.Authorizes expenditures within delegated authority.

- In collaboration with Departmental Director, conducts needs analysis and devises staffing plans.
- Directs and monitors all instructional and professional staff in the program; recruits andrecommends staff for hiring.
- Oversees time and leave by staff, observes and monitors teaching and service delivery staff,recommends evaluations of staff performances, and recommends disciplinary action whenneeded.
- Communicates with sponsors, college officials, and other groups on program implantation andadministration.
- Establishes enrollment projections and metrics for all Workforce Development activities.
- Prepares regular reports for executive leadership detailing current and potential WorkforceDevelopment activities, growth opportunities, and financial performance.
- Interacts with a variety of clients in a professional setting; supports and participates in thebusiness development initiatives of the Director of Workforce Development and Innovation.
- Evaluates workforce needs in the external environment and aligns with the CSI WorkforceDevelopment capabilities and potential growth areas.
- Integrates Workforce Development offerings with academic activity at CSI.
- Measures the effectiveness of the Workforce Development program and makes adjustments toreflect changes in demand, technology, and the marketplace.
- Builds relationships with local employers and engages in needs assessments resulting in new orimproved workforce training programs and up-to-date curriculum endorsed by employers.
- Ensure that curriculum aligns with best practices and strategies in adult learning to improvestudent outcomes and student success.
- Manages student support activities and advisement.
- Create a vision for student success initiatives based on emerging issues and trends.
- Selects technological solutions for the delivery and enterprise operation of WorkforceDevelopment.
- Manages marketing and recruitment campaigns and strategies.
- Responsible for managing relationships with Workforce Development partners.
- Superintends operations of a satellite college campus and interfaces with the AssistantAdministrative Director and with campus departments such as Public Safety, Finance, andBuildings and Grounds.
- Identifies needs for instructional space and equipment.
- Sources and writes grant proposals.
- Assists the Director of Workforce Development and Innovation with initiatives, projects, andother endeavors

## Qualifications

**Requirements**:

- Bachelor's degree required; Master's degree preferred.
- Minimum 5 years of progressively responsible experience education, corporate training, or adulteducation.
- Record of success in forging partnerships for the solution of education or training needs in thepublic and/or private sectors.
- Direct experience in client relations, alumni relations, or other transferable constituentmanagement roles.
- Record of success in utilizing technology to meet training and workforce education needs.

**Core Competencies:**

- Ability to think analytically, interpret and apply guidelines, policies, procedures and rules usingconsistently sound judgment.
- Ability to prioritize tasks and meet deadlines in a very fast-moving organizational environment.
- Ability to develop new workflows and business processes, not just utilize existing ones.
- Ability to communicate and interact effectively with a diverse group of internal and externalcontacts, including academic professionals, corporate human resource and financeprofessionals, and technical/instructional experts.
- Meticulous attention to detail.
- Superior oral and written skills in technology-mediated communication.