Job Title: Director of Workforce Development and Innovation

Job ID: 23564

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Division of Economic Development, Continuing Studies, and Government Relations advances the College of Staten Island’s position as a trusted community leader, partner, and valued resource by promoting civic prosperity through the realization of individual, community, regional, and global economic and social potential.

The mission of the Division, consistent with the College’s Strategic Plan, is to support and enhance economic growth and sustainability through higher education opportunity, human capital and talent development, applied research and innovation, entrepreneurship and business cultivation, and stewardship of place. The Division also generates needed resources to support and advance the College’s overall Mission, Vision, and Values. In furtherance of the College’s commitment to borough stewardship, the Director of Workforce Development and Innovation will “Advance a multi-dimensional, reciprocal approach to community development and partnership to identify and meet community needs, in such areas as health and safety initiatives, educational partnerships, and economic and career/workforce development.”

Reporting to the Executive Director of Economic Development, Continuing Studies and Government Relations, the Director of Workforce Development & Innovation supervises multiple and varied credit and non-credit bearing programs funded through the College, grants, contracts, or on a tuition basis. The Director provides leadership and strategic management of the College of Staten Island’s Workforce development programming in order to maintain its position as a premier provider of workforce development to organizations in the public and private sectors. The Director is responsible for developing and managing the Workforce Development programmatic budget; driving business development activities; building strategic partnerships, working closely with employers, unions, and other critical stakeholders.

Essential Functions

- Under the leadership of the Executive Director, the Director will provide strategic oversight for the Office of Workforce Development including the 1199 HC4 program (adult learners program for 1199 members seeking an associate’s/or bachelor’s degree in various allied health fields)
- Evaluates workforce needs in the external environment and aligns with the CSI Workforce Development capabilities and potential growth areas.
• Measures the effectiveness of the programs and makes adjustments to reflect changes in demand, technology, and the marketplace.
• Ensures that curriculum aligns with best practices and strategies in adult learning to improve student outcomes and student success.
• Creates a vision for student success initiatives based on emerging issues and trends.
• Manages marketing and recruitment campaigns and strategies.
• Reports regularly to executive leadership on all workforce development activities, program development, growth opportunities, enrollment and financial performance.
• Works collaboratively, providing support and creating integrations with the CSI Technology Incubator (business development program supporting technology based startups); the Office of Sustainable Community Planning (Office responsible for the coordination and development of sustainable practices at the College); Center for Career and Professional Development (supports students through career and professional development); Office of Community and Educational Engagement (central office and bridge connecting college and community through community engagement, pre-college programs, and programs for individuals with developmental disabilities); and other areas of the division.
• Establishes and maintains relationships with a wide range of campus stakeholders and units (academic departments, deans, faculty, and administrators).
• Oversees the development and implantation of a strategic plan for employer outreach to build new relationships across a wide range of industries and fields.
• Oversees the attainment of revenue-based goals by maintaining existing revenue streams and successfully securing new sources of revenue through increased programming, enrollment and grants.
• Provides strategic leadership, supervision and outcome evaluation to a team of cross-functional staff.
• Implements best assessment practices and utilizes data for decision making purposes.
• Sources and writes grant proposals.
• Assists the Executive Director with initiatives, projects, and other endeavors.
• Represents the Executive Director at meetings, events, and programs, as needed.
• Serves on college committees, as assigned.

QUALIFICATIONS

Bachelor’s degree and eight years’ related experience required.

Preferred qualifications:

• Master’s Degree preferred.
• Strong ability to manage relationships and engage with a wide range of stakeholders.
• Exceptional organizational leadership and communication abilities.
• Proven record in developing cohesive teams, managing performance and productivity, strategic planning, and contributing to organizational leadership.
• Experience managing complex employer relationships.
• Ability to work effectively in collaboration with diverse groups of people.
• Integrity, mission-driven and self-directed with demonstrated commitment to the College mission.
• Ability to handle a variety of constituencies and manage multiple tasks, simultaneously, and thrive in a complex environment with multiple priorities.

CUNY TITLE OVERVIEW

Directs a program or service providing community outreach and services.

- Independently defines program goals, objectives, risks, and roles and responsibilities
- Collaborates with external organizations and community stakeholders to plan and execute program activities
- Represents the college or university to external organizations
- Develops and delivers direct service to external clientele
- Collects data on outcomes, and analyzes and reports results while planning new and improved services
- May manage an office staff of employees and/or volunteers
- Oversees operating budgets and performs financial analysis to support decision-making
- May identify and secure program funding
- Performs related duties as assigned.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “Job Title, Keywords” section field. Candidates must attach a resume, cover letter, and contact information for three references (Professional or Personal) as one file.
CLOSING DATE

*Extended

March 4, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.