

Job Description

Job Title: Continuing Education Director - Workforce Development/Adult & Continuing Education

Job ID: 4549

Location: LaGuardia Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Oversees a broad range of fiscal and program responsibilities for Continuing Education and related external programs

- Provides leadership for the development and implementation of new programs of study and ensures the coordination and implementation of program components.
- Plans, markets and implements College programs in Continuing Education, developing overall programs and overseeing development of content, budgets, and marketing strategies.
- Develops funding proposals; solicits grant information and provides leadership and guidance in partnering with community and governmental agencies.
- Provide fiscal oversight and evaluation; develops strategic and operating plans; reports progress and results to management.
- Oversees a comprehensive marketing and public information program.
- Manages staff of the Continuing Education office.
- Represents Continuing Education within the College community and externally.
- Performs related duties as assigned.

Job Title Name: Continuing Education Director

CONTRACT TITLE

Higher Education Officer

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

LaGuardia Community College's Division of Adult and Continuing Education (ACE) is one of the largest continuing education enterprises in the region and offers innovation education, training and economic development programs and services to over 35,000. The Continuing Education Director of Workforce Development works closely with the Dean of Workforce Development to oversee allied health initiatives and budgets for all programs within the Workforce Development Cluster. The Continuing Education Director will also assist in the design and implementation of new major initiatives. The Continuing Education Director will ensure that program outcomes are met in the Workforce1 Healthcare Career Center, funded by New York City Department of Small Business Services (SBS). The Continuing Education Director will assist ACE directors to reach individual and college-wide targets outlined in the College's strategic plan.

Additional responsibilities include:

- Work closely with the Director of the Workforce1 Healthcare Career Center and directors of other major allied health projects to insure that outcomes are reached.
- Assist directors to develop and monitor fiscal budgets for grant-funded initiatives, and interface with the

Director of the ACE Fiscal Department to solve budgetary problems associated with the initiatives.

- Assist the Dean to develop, implement and monitor the achievement of goals for the Workforce Development Cluster, as a part of the strategic planning process.
- Work as part of a writing team to develop and submit grant applications to city, state, federal, corporate and private funding sources.
- Attend internal and external meetings that advance the work of the Workforce Development Cluster.
- Coordinate and supervise position searches generated by the Dean and directors.

MINIMUM QUALIFICATIONS

Bachelor's Degree and eight years' related experience.

OTHER QUALIFICATIONS

Five (5) years of experience (of the required eight years' related experience) in higher education, health related field, adult education, or human services field preferred. Strong budget skills. Experience working in allied health and/or health education.

COMPENSATION

Commensurate with education and experience.

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

Applications should be submitted on-line as follows:

1. Log in to CUNY Portal at www.cuny.edu
2. Navigate to Careers at CUNY located on the left sidebar
3. Search by Job Opening ID number
4. Click on the Apply Now button

Current users of the site should access their establishment accounts; new users should click on the appropriate link to register. Please attach a cover letter, resume and the contact information for three professional references as one document in rtf, doc or pdf format.

CLOSING DATE

9/30/11

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.

