

Job Title: Associate Director - Construction, Transportation, and Green Jobs Training

Job ID: 24860

Location: LaGuardia Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. In 2019, LaGuardia served over 30,000 students in pre-college, associate degree, and continuing education programs. Major areas of study include Health Sciences, STEM, Business and Technology, and Liberal Arts. Consistent with the diversity of Queens, 56 percent of LaGuardia students are born outside of the United States. More than half are first-generation college students. Sixty-nine percent live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia students are ethnic minorities (88 percent), 58 percent are women, and 31 percent are over the age of 25. Forty-eight percent of LaGuardia students are Hispanic, making the college a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia students receive financial aid. Slightly less than half attend part-time, often because they need to work to support their families. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in a 2017 Stanford University study. For more information about LaGuardia please visit www.laguardia.edu.

Reporting to the Senior Director of Workforce Development, the Construction, Transportation, and Green Jobs Training Associate Director develops, implements, manages, assesses, and improves industry-informed and student-centered workforce development training programs in the construction, transportation, and green jobs sectors. This includes raising tuition revenue and securing grants and contracts to launch and maintain programming across a variety of occupations and skill levels, as well as ensuring that programs meet goals around enrollment, completion, student satisfaction, credential attainment, employment, employer satisfaction, and entry into college. Responsibilities include, but are not limited, to the following:

- Develop and launch new training programs in the construction, transportation, and green jobs sectors, including both clean energy such as wind and solar, as well as energy efficiency and energy management, with a focus on buildings and facilities management. New programs to develop and launch include Offshore Wind Technician, Building Automation Specialist, Facilities Management, union pre-apprenticeships, and Supply Chain and Logistics Management. Other possibilities could include Diesel Tech, Commercial Drivers License, Carpentry, Masonry, Welding, or others;
- Support the Director of Veterans and Workforce Initiatives and the programs he oversees, including Electrical 1, Plumbing 1, HVAC 1, and the Construction, Skills, Safety, and Sustainability Training Program;
- Build relationships with key stakeholders including the developers and sub-contractors of offshore wind power in the NY/NJ region; solar installation companies, manufacturers of building automation systems; building developers in the region; a wide variety of contractors and sub-contractors; New York City Transit; construction trades, facilities,

and transportation unions; Building Skills NY; NYSERDA; NYCEDC; GWO; and other relevant government, industry, and community players;

- Develop an understanding of industry trends and identify training needs through analysis of both government and real-time labor market data in conjunction with industry surveys and reports as well as direct feedback from industry organizations and employers. Combine this intelligence with best practices in pedagogy and workforce development to design training programs that open up pathways into high-demand careers for low-income communities, communities of color and individuals with barriers to employment;
- Work closely with colleagues in Academic Affairs to develop non-credit to credit pathways for students, including the development of articulation to credit agreements, training programs that stack directly into a degree, shared employer partnerships, and other collaborative projects with the Environmental Science, Engineering, and Business Departments;
- Work collaboratively with other departments, such as collaborating with Pre-College Programming to deliver bridge programs for students lacking basic skills, with Business Services to connect businesses receiving technical assistance with talent pipelines, and with the Career Development Center to connect students to jobs and college. Work collaboratively with the Grants Office, Fiscal Office, Enrollment Office, and Communications Department to ensure the success of both grant-funded and tuition-based programming;
- Raise programmatic funding to support and improve both existing and new programs through market analysis and marketing for tuition-based courses, grant-writing, and proposal and relationship development for employer-sponsored contract training. Raise capital funding to build and improve facilities and labs for hands-on training on campus;
- Oversee implementation of training, including development of recruitment strategies, supervision of program staff and instructors, financial and grant management, partner management, inventory and training supply management, and maintenance of accreditation with industry bodies such as the National Center for Construction Education and Research (NCCER), the Global Wind Organization (GWO), and the Association for Controls Professionals (ACP);
- Engage in continuous quality improvement of programs through the collection and analysis of key outcome metrics and course evaluations from students, observation of instructors, post-program surveys or focus groups with students and/or employers as needed, and annual program reviews for each program. Develop, implement, assess, and adjust strategies to ensure that program outcomes around enrollment, completion, learning, employment, entry into college, advancement, and student and employer satisfaction are met.

Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this

purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

QUALIFICATIONS

Bachelor's Degree and six years' related experience.

PREFERRED QUALIFICATIONS

- Master's Degree Preferred
- At least four years related experience in post-secondary education or workforce development, and familiarity with best practices for workforce development
- At least four years experience in the construction, transportation, or green jobs industries and familiarity with the operations and workforce needs of these industries
- Proven ability to engage stakeholders across government, industry, education, and community sectors and to effectively manage complex, multi-stakeholder collaborations
- Experience developing and launching new training programs
- Relationships with employers and instructors in the relevant industries
- Experience supervising professional staff and/or instructors
- Experience writing and managing grants
- Ability to manage multiple projects and programs with varying timelines and deliverables
- Student-centered, collaborative, and results-oriented approach
- Excellent communications and project management skills

CUNY TITLE OVERVIEW

- Manages the Continuing Education Office and designs, develops, and implements instructional programs and activities, coordinating with other College support systems.
- Oversees the general operation of the Continuing Education Office; hires and manages staff; oversees registration, payments, and other office activities
- Designs and makes recommendations to Director for academic, outreach, general training, and certificate programs
- Develops and writes grant proposals
- Hires faculty and coordinates teaching schedules
- Observes classes, analyzes student evaluations, and performs faculty evaluations
- Orients new faculty and acts as liaison to resolve faculty issues
- Plans and implements advertising campaigns and designs marketing and other program materials
- Maintains financial information such as tuition payments, material costs, and faculty payroll
- Develops mailing lists and analyzes marketing strategies and student profiles
- Acts as a liaison between the Continuing Education Office and other internal and external units on co-operative and co-sponsored programs.

Job Title Name: Continuing Education Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$67,784 - \$100,329

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

Visit www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information).

CLOSING DATE

Open Until Filled. Review of resumes will begin August 30th 2022. (Revised)

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.