

THE CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

Hostos Community College

Title	Executive Director for Community Education and Workforce Development (Assistant Administrator)
Location/Department	Office of the President
Position Detail	
FLSA Status	Exempt
Compensation	\$67,089 to \$77,000 (Commensurate upon educational qualifications and work experience.)
Web Site	http://www.hostos.cuny.edu/ohr/hccjobs/hrjobshcc.htm
Notice Number	EA16598
Closing Date	Open until filled with review of resumes to begin 10/19/2009

POSITION DESCRIPTION AND DUTIES

Reporting to the President, the Executive Director for Community Education and Workforce Development will establish priorities, develop and implement policies and programs, as well as carry out a broad range of responsibilities related to institutionalizing Hostos' role as a premier community resource for educating and developing a workforce that is responsive to the changing demands of the job market and the prevailing economic outlook.

- Develops workforce initiatives, business programs, and initiatives in response to the changing needs of constituencies.
- Manages the development and dissemination of information about the programs to individuals, community groups, businesses, and other institutions.
- Writes grant proposals for Workforce Education and Training initiatives and creates alliances for funding through strategic partnerships.
- Establishes partnerships and collaborations with businesses, unions, community-based organizations, as well as governmental and non-governmental organizations.
- Develops a strategic plan and guides the development and implementation of marketing plans.
- Serves as College liaison with the University Office of continuing and Workforce Education and other CUNY Continuing and Workforce Education programs.
- Assumes responsibility for budget and fiscal accountability in administering workforce grants.
- Supervises and trains staff in the administration of workforce grants.
- Works collaboratively with the Dean of Continuing Education and Special Projects to develop and manage workforce and continuing education grants and projects.

QUALIFICATION REQUIREMENTS

An earned Master's Degree in a related area is desired. B.A. or B.S required. The successful candidate will present demonstrated capacity to effectively implement workforce initiative programs -- through a career history of at least eight years with required knowledge

of grant writing, entrepreneurial skills, strong innovative leadership, and excellent communication skills. Strong indications of ability to make a commitment to the College mission and collaborate successfully with all segments of the campus community are also essential

TO APPLY

Please send statement describing interest and qualifications, current resume, salary history and names and addresses of five professional references to:

Address: CODE: CE&WD
c/o Imelda E. Redito
Director, Human Resources
Hostos Community College
500 Grand Concourse, B-215
Bronx, NY 10451

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