Associate Provost, Workforce Development
Community College of Philadelphia

Job Title	Associate Provost, Workforce Development
Department	All Jobs
Institution	Community College of Philadelphia
	Philadelphia, Pennsylvania
Date Posted	Jan. 14, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Associate Provost/Chancellor
Academic Field(s)	Administration - Other
	Administration - Human Resources
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Job Description	

Posting Details

Position Information

Position Title: Associate Provost, Workforce Development

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Requisition Number: SCA00799

General Description

Reporting to the Provost and Vice President, Academic and Student Success, the Associate Provost for Workforce Development provides strategic leadership and management in support of the Division of Academic and Student Success as related to workforce academic policies, curriculum and program development, grant administration, academic and retention initiatives, strategic planning and assessment, quality improvement, compliance and accreditation activities, and resource development based on local community and workforce needs within the College's service area. In addition to providing administrative oversight of the College's participation and leadership of the Collegiate Consortium, the Associate Provost provides direct supervision of all faculty and staff in the areas of Workforce Development including Corporate Solutions, Business Development and Contract Training.

The Associate Provost for Workforce Development will foster collaboration with credit and noncredit faculty, academic deans, Student Development staff and external communities to advance the institution's mission of providing an uncompromising focus on student success. The Associate Provost for Workforce Development will work with the Associate Provost for Academic Affairs to create and oversee the implementation of proven best practices for workforce programming development with local regional and national partners. By focusing on enrollment, assessment and retention data, the Associate Provost will work with all areas under Academic and Student Success to help workforce students realize their dreams to include skill development and job placement. The Associate Provost for Workforce Development will grow and expand the CCP workforce brand, promoting the excellence of our training offerings and workforce programming, and fulfilling the industry needs in the Philadelphia market.

College Intro
Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational chance in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college

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transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

Specific Responsibilities

- Collaborate with the Strategic Communications team to build the CCP Workforce Brand with Local Regional and National Industry Partners.
- Create partnerships with local business and industries consistent with the needs for high occupancy jobs.
- Represent the College in local, regional, state and national groups, organizations, K-12 schools and post-secondary institutions.
- Promote the connection between education and the economy by assuming an active role in industry outreach and maintaining contacts and strategic alliances with local leaders.
- Build contracted services business, while also working with credit course personnel to align the programming between credit and noncredit programming.
- Work with Career Connections to expand student placements and work with the academic divisions to expand internships and externships.
- Provide oversight and leadership for workforce curriculum development and grant administration.
- Provide leadership and direct supervision for all assigned workforce staff.
- Provide direct oversight of the Collegiate Consortium, a coordinated approach to developing a highly skilled workforce for the region through the combined efforts of five community colleges and Drexel University.
- Provide leadership and quality assurance for programmatic review and accreditation in workforce programming.
- Collaborate with Institutional Advancement in the procurement of external funding for workforce-related programs and services.
- Develop and oversee the implementation of a comprehensive student retention plan for the workforce noncredit student.
- Collaborate with Deans to ensure that all programs provide students with a clear pathway to earn stackable credentials and skills that are most relevant to employers.
- Provide leadership for the development, implementation and enhancement of assessment activities to ensure the identification of expected outcomes for student retention, student

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completion, educational programs, and provide evidence of improvement based on analyses of the results gathered from the data.

- Provide leadership in the development and subsequent implementation of the College's Workforce Plan in alignment with institutional workforce goals and key performance indicators.
- Provide ongoing support and collaborative leadership for the Division's broader master plan to include guidance on meeting annual goals and monitoring outcomes.
- Oversee workforce Perkins funding for workforce programming.
- Participate collegially on College committees and community boards as required.
- Perform special projects and provide fact-finding and troubleshooting activities in areas of special interest, as assigned by the Provost/Vice President for Academic and Student Success.
- Work with VPs/Deans/Directors/Executive Directors to oversee the preparation of correspondence, reports and proposals as required by federal, state and local agencies.
- Serve as the College's externally facing leader of all Workforce Development initiatives and programs.
- Represent the Associate Provost of Academic Affairs/Provost and/or the Academic and Student Success Division internally and externally as required.
- Respond to student and faculty issues as appropriate.
- Develop and administer workforce development budgets in collaboration with the Provost and Vice President for Academic and Student Success and workforce development faculty and staff.
- Promote the connection between education and the economy by assuming an active role in local community outreach and maintaining contacts and strategic alliances with local government and business leaders, to develop cutting-edge workforce programming that meets the ever-changing workforce needs in Philadelphia and the region.
- Continually identify and assess best practices regionally and nationally to ensure that CCP workforce development programs achieve a competitive advantage and marked improvement in content and related outcomes.
- Make appropriate policy recommendations to the Provost/Vice President for Academic and Student Success and the College President related to workforce development.
- Oversee the management of the Board of Trustees Workforce Subcommittee and prepare regular reports and updates to the committee as requested.
- Serve as a member of the Provost's Senior Leadership Team and work collaboratively with the Associate Provost of Academic Affairs and the Provost to lead and oversee long term strategic planning and operations for the Division.
- Other duties as assigned.

Minimum Qualifications

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- Earned master's degree required. Any and all degree(s) must be from a regionally accredited institution of higher learning.
- Seven (7) years of progressively responsible relevant experience in higher education, with a minimum of five (5) years of experience in business development or executive leadership management required.
- Demonstrated ability integrating and working collaboratively across credit and noncredit areas of an academic institution to foster student success and goal attainment.
- Demonstrated strong commitment to academic excellence, strong work ethic, and demonstrated academic record of innovation and program development, analysis and evaluation required.
- Knowledge of state and federal laws related to higher education required.
- Experience in academic assessment work at the noncredit/credit course, program and institutional levels required.
- Previous college-level teaching experience preferred; preferably at a community college.
- Evidence of a commitment to workforce teaching/learning and the vision of a studentcentered institution required.
- Outstanding interpersonal skills, including engaging verbal and written communication and ability to influence a wide range of individuals from different backgrounds and at different levels required.
- Ability to maintain confidentiality and use discretion in managing information required.
- Demonstrated ability to exercise good judgement in evaluating and assessing complex situations to inform sound recommendations for next steps required.
- Demonstrated ability to develop, manage and lead, and establish relations in the public and private sector required.
- Demonstrated knowledge, skills and abilities in working with faculty, staff, students and community groups of diverse backgrounds, as well as deep commitment to issues of diversity, equity and inclusion required.
- Ability to manage shifting priorities and multiple demanding projects required.
- Energetic, innovative, and highly motivated spirit with drive for excellence along with high professional standards.
- Experience demonstrating collaboration, consensus building, conflict resolution and problem solving required.
- Ability to articulate complex higher education issues in a manner that can clearly be understood by a variety of audiences.
- Demonstrated analytical ability: ability to identify, understand, analyze and use data in decision making required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological, and

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ethnic backgrounds required.

Preferred Qualifications

- Doctorate degree preferred.
- Extensive experience as a participant in an accreditation self-study cycle/committee, external evaluator, liaison, or similar is preferred.
- Conversant in technological innovations and potential programs of the future preferred.
- Demonstrated collaborative approach to governance preferred.
- Demonstrated experience in industry and government relations preferred.
- Demonstrated experience overseeing and implementing efforts to improve student learning outcomes for students of color and eliminating equity gaps preferred.
- Prior experience in a unionized environment preferred.
- Experience in contract and grant management preferred.

Work Location: Main Campus

Benefits Summary

Benefits:

"Success Starts Here" at Community College of Philadelphia. We recognize that our success as a college and the success of our students starts with our employees. Our employees are vital to our success. Our total compensation package includes a comprehensive offer of benefits that are unrivaled by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance
- Tuition remission (for classes at the college)
- Forgivable tuition loan (for classes at any accredited academic institution)
- 403(b) retirement plan with 10% College contribution with employee contribution 5%
- Flexible spending accounts
- Paid vacation, holiday and personal time
- Partial remote work schedule for remote work eligible positions

Additional College benefits:

- Winter break: 1 week around the third week in December and New Years
- Spring Break: 1 week in March
- Summer Hours: 4-day work week (closed on Fridays) from the 2nd week in May through the 3rd week in August

For More information about the College benefits and eligibility based on employee class, please visit:
https://www.myccp.online/human-resources/benefits-eligibility

Salary Grade or Rank: 7
Min Salary/Hourly Rate: $99,460
Max Salary/Hourly Rate: $164,110
Job Posting Open Date: 10/01/2024
Type of Position: Administrator
Employment Status: Full-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.

Community College of Philadelphia is an affirmative action/equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.

Supplemental Questions

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Required fields are indicated with an asterisk (*).

1. * How did you hear about Community College of Philadelphia?
   - CareerBuilder.com
   - Higheredjobs.com
   - LinkedIn
   - The Chronicle
   - Veterans Job Fair
   - Professional & Technology Diversity Career Fair
   - AL DIA - Diversity Career Fair
   - Community College of Philadelphia Website
   - Indeed.com
   - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

   (Open Ended Question)

3. * What is the highest level of education you have completed?
   - No Response
   - High School/GED
   - Associates Degree
   - Bachelor's Degree
   - Master's Degree
   - Doctorate
   - Other
4. * Do you have seven (7) years of progressively responsible relevant experience in higher education, with a minimum of five (5) years of experience in business development or executive leadershipmanagement?
   - Yes
   - No
5. * Do you have a demonstrated ability to integrate and work collaboratively across credit and noncredit areas of an academic institution to foster student success and goal attainment?
   - Yes
   - No
6. * Do you have a knowledge of state and federal laws related to higher education?

  ○ Yes
  ○ No
7. * Do you have previous college-level teaching experience?
  ○ Yes
  ○ No
8. * Do you have extensive experience as a participant in an accreditation self-study cycle/committee, externalevaluator, liaison, or similar?
  ○ Yes
  ○ No
9. * Do you have experience working in a unionized environment?
  ○ Yes
  ○ No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Direct Link: https://www.AcademicKeys.com/r?job=251490
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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact   Abby Ametrano Aametrano@ccp.edu

All Jobs

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