

Manager, Career & Employment Pathways, City College
for Municipal Employment (CCME)
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=251514>

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Posted Jan. 14, 2025, set to expire May 8, 2025

Job Title	Manager, Career & Employment Pathways, City College for Municipal Employment (CCME)
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	Director/Manager Professional Staff
Academic Field(s)	Administration - Human Resources Administration - Other
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Posting Details

Position Information

Position Title: Manager, Career & Employment Pathways, City College for Municipal Employment

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(CCME)

Requisition Number: SCA00806

General Description

The City College of Municipal Employment (CCME) is a strategic community and workforce initiative in partnership with the City of Philadelphia, Philadelphia Works, and the School District of Philadelphia that prepares Philadelphia residents for municipal jobs. Reporting to the Associate Vice President, the Manager, Career and Employment Pathways is responsible for working closely with the City's Office of Human Resources and its hiring departments, Philadelphia Works, and other employers to design and implement a comprehensive job development and placement strategy for CCME students. The Manager will oversee CCME's work-based learning staff and experiential learning efforts and will identify and develop job opportunities aligned to CCME's municipal training pathways, providing a full array of employment support services for CCME students and establish and cultivate collaborative relationships with employers.

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 change 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 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.

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Specific Responsibilities

- Design, implement, and manage a comprehensive job development and placement strategy for CCME students.
- Serve as CCME's primary contact and liaison to the City's Office of Human Resources (OHR) and its hiring departments, Philadelphia Works, and other employers in the development of jobs aligned to CCME's municipal training pathways.
- In collaboration with Associate Director, design and oversee the employment transition component of CCME.
- Work collaborative with the Associate Vice President and Associate Director, CCME to meet and exceed performance goals of CCME.
- Design, implement, and manage CCME's work-based learning (WBL) component and staff, including internships and job shadowing opportunities.
- Manage databases and tracking systems of employer contacts and job development and placement activities of students to meet CCME placement goals.
- Provide CCME students with information about municipal job vacancies, municipal career paths, and employment-related topics.
- Develop job descriptions and specifications in collaboration with City's OHR, City hiring managers, and other employers, where applicable.
- Negotiate job terms and conditions with employers on behalf of CCME students, where applicable.
- Monitor and follow up with City's OHR, City hiring managers, other employers, and CCME students after placement.
- Work closely with CCME staff, other College offices, and City departments to provide holistic support to CCME students to mitigate barriers to municipal employment.
- Work with CCME staff and other College staff on the design of CCME's Career Success Power Skills curricula, ensuring course modules are inclusive of all needed content for success in municipal jobs.
- Provide job assessment, job readiness, and coaching/training to CCME students in one-on-one and group session formats.
- Coordinate municipal employment job fairs, employer panels, and targeted recruitment events in partnership with the City's OHR, Philadelphia Works, the College's Career Connections office, and other relevant internal departments.
- Research and keep informed of local and regional employment trends and best practices in job development and workforce training.
- Maintain collaborative relationships with the College's Career Connections office to create and

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maintain a seamless web of supports and resources for CCME students.

- Maintain ongoing contact with CCME students and provide support and follow up for job placement activities.
- Evaluate job development and placement process effectiveness, recommending changes when appropriate.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's degree from a recognized accredited institution.
- A minimum of three (3) years of relevant professional experience in higher education, workforce, or social service organization with direct job development or job placement.
- Experience in case management.
- Experience supervising direct reports.
- Experience with career readiness and success training and employer partnership building.
- Ability to work collaboratively with internal and external stakeholders to achieve program goals.
- Ability to use data to inform decisions and develop strategies.
- Excellent organizational skills with an emphasis on details, planning, and analysis.
- Strong interpersonal, communication and presentation skills.
- Must be a resourceful and goal-oriented self-starter with strong attention to follow through.
- Proficiency using MS Word, Excel, PowerPoint required.
- Must be able to travel via use of public transportation OR have a valid driver's license, access to a properly insured vehicle and the ability to drive to multiple sites within the local area.
- An understanding of, and sensitivity to, the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college staff and students required.

Preferred Qualifications

- Master's degree preferred.
- Proficiency using Access is 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



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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: 3

Min Salary/Hourly Rate: \$54,498

Max Salary/Hourly Rate: \$70,000

Job Posting Open Date: 11/04/2024

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

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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

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

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4. * Do you have a minimum of three (3) years of relevant professional experience in higher education, workforce, or social service organization with direct job development or job placement?
 - Yes
 - No
5. * Do you have case management experience?
 - Yes
 - No
6. * Do you have experience supervising direct reports and leading teams?
 - Yes
 - No
7. * Are you proficient in Microsoft Access?
 - Yes
 - No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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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

Community College of Philadelphia

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