

Special Projects Manager I Restricted
San Diego Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=254905>

Downloaded On: Apr. 1, 2025 11:55pm

Posted Mar. 26, 2025, set to expire Apr. 7, 2025

Job Title Special Projects Manager I Restricted
Department Educational Services
Institution San Diego Community College District
San Diego, California

Date Posted Mar. 26, 2025

Application Deadline 04/07/2025
Position Start Date Available immediately

Job Categories Director/Manager
Professional Staff

Academic Field(s) Administration - Other
Administration - Human Resources

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Job Description

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Special Projects Manager I Restricted
San Diego Community College District

Closing Date: 4/7/2025

Position Number: 00120602



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Location: District

Position Type: Classified

The Position:

Posting Details (Default Section)

Closing Date: 04/07/2025

Open Until Filled: No

Classification Title: Special Projects Manager I [Restricted]

Working Title: Special Projects Manager I [Restricted]

Recruitment Limits: The salary and benefits for this position are contingent on continued grant funding. Should the funding end, the position will be terminated and the salary and benefits for the incumbent will end.

Location: District

Pay Information

Range 1 (\$7,828.58 - \$12,751.94) per month based on the 2024 Management Salary Schedule.

New employees -Initial salary placement is commensurate with related experience. Promoted or transferred employees will be placed as specified in the Management Employees Handbook. The District offers a comprehensive fringe benefit package including employer paid: medical, dental, and vision plans; sick and vacation leave; and opportunities for professional development. Initial Salary Placement, Promoted or transferred employees will be placed as specified in the Management Employees Handbook.

This position is FLSA Exempt and may not accrue overtime. A temporary probationary period will be applied to the employee entering this assignment. The SDCCD Employment Web Page provides a link to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

Position Equivalent FTE: 1.0 FTE

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No. Months: 12 Months

Position Number: 00120602

FLSA Status: Exempt (does not accrue overtime)

Position Type: Classified

Bargaining Unit: Management

Range: 1

Department: Educational Services

The Position

Applications are currently being accepted for Special Projects Manager I in the Educational Services Division's Career Education and Workforce Development department, located at the District Admin Office. Hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. The selected candidate must be willing to adjust work days/hours based on the department's needs.

Please note that an employee may be transferred to any site at the option of the Chancellor.

The District's [Career Education and Workforce Development](#) (CEWD) Department provides districtwide coordination and support across San Diego City College, Mesa College, Miramar College, and the College of Continuing Education for the advancement of equitable student access, retention, and success within and across the following major areas of work:

- Career Education grants
- Career Education program compliance
- Workforce development initiatives, including career services, job placement, employer engagement, and noncredit-to-credit transitions
- K12 to college CTE pathways
- Early childhood education

This position will manage the integration of workforce and career education data, research, tools, platforms, and systems into the Educational Services District Office infrastructure in support of City College, Mesa College, Miramar College, and the College of Continuing Education's Career Education

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and Workforce Development initiatives.

Career Education data systems, tools, and infrastructure have grown in complexity over the past few years and require ongoing maintenance and engagement to remain in compliance and to provide necessary data insights for data-informed career education student success and program improvement initiatives.

Systems and tools include but are not limited to, the districtwide job board (Handshake), work-based learning course and section coding, labor market information for program-to-industry alignment, including SAM, SOC, TOP, CIP code visibility, auditing, and alignment within curriculum and instruction systems, and program-specific employment projections and career services outcomes (job placement tracking, Lightcast, etc.).

This district role will support the District and directly serve our four Colleges by:

- Providing a sustainable approach to ensuring consistent districtwide career education data sets for local use in CTE program alignment and interventions for equitable CTE student success - Sustaining the Districtwide CTE Foundational Data Set and routine data insights and reporting infrastructure
- Providing regular/routine CTE data insights, audits, access, and support for CTE grant management (compliance in reporting) and CTE course and program compliance (code alignment and maximization - tied to funding).
- Aligning and providing further support for the current districtwide Career Education research model that includes a district office focus on CTE data quality, wrangling, and visualization and a local college focus on CTE data socialization, application, and customization at the program and institutional levels.

This role will report to the Dean of Career Education & Workforce Development and work collaboratively with District and local Institutional Effectiveness & Planning teams and College CTE and research leadership.

Major Responsibilities:

Primary areas of work include, but are not limited to:

- Maintain, in partnership with other key District Offices, career education data systems, tools, and infrastructure including, but not limited to, districtwide job board (Handshake), labor market insights (Lightcast), and Work-Based Learning.
- Maintain, in partnership with other key District Offices, required data and research for career

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education grant compliance and reporting, including, but not limited to, the Regional Strong Workforce Program, Local Strong Workforce Program, and Perkins.

- Assist with data and research requests for Workforce and CTE-related requests.
- Collect, compile, clean, provide, and maintain data sets, data dashboards, and other data tools for Work-based Learning, Job Placement, CTE equity gaps/analyses, Career Technical Education Outcomes Survey (CTEOS), Strong Workforce Program, Perkins V, Gainful Employment, and CTE program SOC, TOP, CIP, and SAM codes.
- Communicate findings and train others to understand data sets, dashboards, and other data tools.
- Build capacity districtwide to facilitate faculty, staff, and administrator data engagement and training on career education data use and equity.
- Support CTE/CE biennial review, Strategic Enrollment Management, and other ongoing evaluation and effectiveness initiatives in support of District Workforce Development goals.
- Act as a point person for regional data requests from the Regional Consortium and its regional workgroups.
- Collaborate with District and College-specific Institutional Effectiveness and Research/Planning Offices.
- Collaborate and support local CTE Research Experts.
- Maintain District CTE Research Plan.
- Attend the monthly Regional Data & Innovation Committee (formerly Data & Research Committee) meetings and Regional CTE Research Expert Team Meetings.

Applicants must have:

- Experience working with Community College CTE data - Understanding of and experience directly working with career education programs and course codes within California's Community College System (TOP, CIP, SOC, SAM).
- Understanding of and experience working with Labor Market Information.
- Advanced data wrangling, data cleanup, and data visualization skills.
- Data and/or computer science background, including an educational foundation in mathematical calculations and/or statistics.
- Experience working with machine learning.

Knowledge:

- Advanced skills in Python.
- Advanced skills in Power BI.
- Applicable local, State, and federal laws, codes, and regulations.
- Computer business applications and software, equipment, and systems for project management.

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- English language usage, grammar, and punctuation.
- Process improvement.
- Project planning and management.
- Research and analysis.
- Technical aspects of the field of specialty:
- Knowledge of CA Community College Career Technical Education program and related data sets, requirements, and components.
- CA Community College CTE Grants and Workforce Initiatives.
- Data Science practices applied to post-secondary education.
- Data wrangling, data cleanup, data visualization, data integration.
- Report development.

Skills and Abilities:

- Ability to visualize data sets.
- Ability to apply Data Science principles, including mathematical calculations and statistics, to post-secondary education context.
- Ability to produce reports and data insights tailored to specific audiences.
- Analyze narrative and statistical information and prepare clear and concise recommendations and proposals.
- Analyze situations accurately and recommend effective courses of action.
- Attend meetings and make oral presentations.
- Communicate effectively both orally and in writing.
- Develop schedules and meet timelines.
- Ethical and professional behavior.
- Foster teamwork.
- Ability to present to small and large groups.
- Lead and positively influence others.
- Maintain and update technical skills in area of specialty.
- Provide technical expertise and serve as a resource.
- Work cooperatively and effectively.
- Work independently.

Classification Description: Click [here](#) for description.

If you would like to open the link in a different tab or window, right click and select the option.

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Desired Qualifications

Ideal candidates will have:

- Commitment to equity and inclusive leadership practices.
- Meeting facilitation and project management experience.
- Interest in and passion for advancing institutional effectiveness for student success.
- Experience working within career education, workforce, or economic development environments and/or initiatives.
- Experience working across institutions and/or in complex organizations requiring diplomacy, communication, and coordination across multiple stakeholder/constituent groups.

Foreign Degree: Applicants with foreign degrees from colleges or universities outside of the United States must have their coursework evaluated by a professional association that is a member of the National Association of Credential Evaluation Services ([NACES](#)) or Academic Credentials Evaluation Institute, INC. ([ACEI](#)). A copy of the evaluation must be submitted with your online application.

Commitment to Diversity: All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and classified professionals.

Click [here](#) for the EEO / Diversity / Nondiscrimination - Policies and Procedures

Special Instructions to Applicants: To ensure consistency, fairness, and alignment with our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA), please submit only the materials specifically requested in this posting (e.g., no personal photos, articles, etc.). Be sure to upload the required documents using the respective document name labels. Uploading extraneous materials, unless explicitly requested, may result in your application not being reviewed. Only complete application packets will be forwarded to the committee.

Application materials sent via mail, fax, or email will not be accepted. All correspondence, including interview invitations, will be communicated via email.

We are dedicated to maintaining the confidentiality of all inquiries, nominations, and applications in the strictest confidence, and we encourage applicants from diverse backgrounds to apply.

1. Complete the online application;
2. Resume;
3. Provide a Cover letter that illustrates your ability to meet the major responsibilities of the position

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and provides insight into your knowledge, skills, and abilities that align with the desired qualifications for the role; AND,

4. Three (3) professional references included within the online application.
5. Unofficial Undergraduate Transcripts (optional).
6. Foreign Degree Evaluation (required if applicable).

Tentative Timeline (Subject to Amendments)

First Round Interviews: Mid May, 2025

Second Round Interviews: End of May, 2025

Start Date: June 16, 2025

Conditions of Employment:

SELECTED CANDIDATE IS REQUIRED TO COMPLETE THE FOLLOWING PRIOR TO EMPLOYMENT:

- Submit "official" college transcripts as stated on application (even if a degree is not a requirement for this position);
- Provide a Certificate of Tuberculosis Exam for initial appointment (Note: The certificate must be renewed every 4 years as a condition of continuing employment);
- Have fingerprints taken by a Live Scan computer at the District's expense (Clearance must be received prior to first day of employment);
- Present original documents for proof of eligibility to work in the United States **as required by the I9 Employment Eligibility Verification form;**
- Attend a new hire processing appointment in People, Culture, and Technology Services located at the District Administrative Offices; AND,
- Employed on an initial contract of one (1) year that is eligible for renewal annually for up to a subsequent one-year period.

EMPLOYMENT AFTER RETIREMENT

If you accept a contract (permanent) position with SDCCD and are a retired annuitant with CalPERS or CalSTRS, you must reinstate from your retirement system. Please reference the [CalPERS](#) or [CalSTRS](#) website for further information.

EMPLOYEE BENEFITS

SDCCD provides a comprehensive fringe benefit package for its full-time classified employees. The District contributes toward the cost of the premium (including dependent coverage) for the medical

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insurance plan options. Additional benefits include dental, vision, sick leave, vacation, and opportunities for professional development. Contract employees become members of the California Public Employees' Retirement System (CalPERS) upon appointment.

Posting Number CL01764

Major Responsibilities:

Qualifications:

Desired Qualifications:

Ideal candidates will have:

- Commitment to equity and inclusive leadership practices.
- Meeting facilitation and project management experience.
- Interest in and passion for advancing institutional effectiveness for student success.
- Experience working within career education, workforce, or economic development environments and/or initiatives.
- Experience working across institutions and/or in complex organizations requiring diplomacy, communication, and coordination across multiple stakeholder/constituent groups.

Licenses:

Pay Information:

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to employee collective bargaining agreements and handbooks, and more information about terms and conditions of employment to include salary and benefits.

To apply, visit: <https://www.sdccdjobs.com>

All applicants must have demonstrated cultural competency and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students and staff.

Contact Information

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

Contact

Educational Services
San Diego Community College District

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