Director, City College for Municipal Employment (CCME)
Community College of Philadelphia

Job Title	Director, City College for Municipal Employment (CCME)
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Apr. 1, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Administration - Other
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Posting Details

Position Information

Position Title
Director, City College for Municipal Employment (CCME)

Requisition Number
SCA00830

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. The Director is responsible for providing leadership and oversight of CCME to ensure the successful implementation, execution and evaluation of the initiative. Working strategically and collaboratively with multiple internal and external stakeholders, the Director is responsible for day-to-day operations to achieve short-term and long-term objectives for enrollment, retention, completion, employment, and continuing education. The Director demonstrates proactive leadership and a commitment to the Mission, Goals and Core Values of Community College of Philadelphia.

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 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
- Oversee the day-to-day operations and evaluation of CCME to ensure achievement of short term

UNLOCKING ACADEMIC CAREERS

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and long-term goals.
- Serve as one of the chief points of contact of CCME for internal and external stakeholders, including but not limited to the Mayor's Office.
- Work collaboratively with multiple College units, such as Enrollment Management, Institutional Research, Financial Aid, Marketing and Communications, Workforce & Economic Innovation, and Career Connections to ensure CCME goals and objectives are met.
- Identify and implement evidence-based strategies for necessary improvements.
- Supervise, guide, evaluate and ensure training of staff.
- In partnership with the Director, Education Programs, facilitate training and professional development for CCME-involved faculty and staff across department, ensuring a cohesive approach to student learning and success.
- In partnership with Vice President and Assoc. Vice President, develop and manage department budget.
- Manage data, record keeping and reporting necessary to ensure effectiveness.
- Design and implement a program feedback mechanism where students, faculty and administrators can regularly provide input about CCME and make adjustments to programming as necessary.
- Oversee consultants and technical assistance providers to ensure maximum effectiveness.
- Keep informed of local and national community college education, employment and training models and strategies.
- Adhere to policies and procedures necessary for successful implementation of CCME, and particularly for maintaining the security and confidentiality of student information.
- Identify and communicate new policies and procedures to staff and other relevant internal and external partners.
- In partnership with Vice President and Assoc. Vice President, lead efforts with the Business and Finance and Institutional Advancement offices to identify public and private philanthropic sources to enhance and sustain the program.
- Present locally and nationally to stakeholders on the model and successes of CCME.
- Lead a campaign with the Mayor's Office and the College's Marketing and Communications team to showcase and promote CCME.
- Deliver quality customer services to both internal and external constituents in a professional, helpful and courteous manner, handling priority communications efficiently and with tact, and maintaining records of communication.
- Maintain sensitivity, understanding, confidentiality and respect for a diverse academic environment inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds required.

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- Perform assigned duties in a manner consistent with the mission, goals, and core values of the College.
- Perform other duties as assigned.
- Other duties as assigned**.**

Minimum Qualifications
- Master's degree from a recognized accredited institution and five (5) years of related professional work experience, preferably in higher education and/or workforce training programming **or** Bachelor's degree with seven (7) years related professional experience in higher education and/or workforce training programming.
- Minimum of three (3) years of program and/or project leadership experience required.
- Previous supervisory experience required.
- Strong communication skills required including interpersonal and collegial communication, written and oral presentation skills.
- Excellent organizational skills with an emphasis on details, planning and analysis required.
- Ability to work collaboratively with internal and external stakeholders to achieve scholarship goals required.
- Ability to use data to make decisions and develop strategies required.
- Understanding of and sensitivity to the diverse College community required.
- Proficiency with Microsoft Office applications including Word, PowerPoint, Excel required.

Preferred Qualifications
- Experience in a collective bargaining environment preferred.

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
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 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

4. * Do you have a Master's degree from a recognized accredited institution and five (5) years of related professional work experience, preferably in higher education and/or workforce training programming or a Bachelor's degree with seven (7) years related professional experience in higher education and/or workforce training programming?
   - ○ Yes
   - ○ No

5. * Do you have a minimum of three (3) years of program and/or project leadership experience?
   - ○ Yes
   - ○ No

6. * Do you have supervisory experience?
   - ○ Yes
   - ○ No

7. * Salary and Benefits Acknowledgment:The College offers salary bands that accommodate varying levels of experience, with most roles falling within the low to mid-range of the posted salary. Some positions may offer more flexibility for negotiation.Please confirm that you have reviewed the salary range and confirm that it meets your salary expectations by responding "yes."If the salary range does not meet your expectations, please select "no." Choosing this option will eliminate your application from the pool. By answering "no", you confirm you understand you will not be considered for the role.Our comprehensive benefits package for full-time employees includes:College-paid medical, dental, prescription drug, life, and disability insuranceTuition remission for courses at the CollegeForgivable tuition loans for accredited

institutions403(b) retirement plan with a 10% College contribution and a 5% employee contributionFlexible spending accounts
  ○ Yes
  ○ No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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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