Executive Director, Career Advanced Technology Center
(CATC)
Community College of Philadelphia

Job Title	Executive Director, Career Advanced Technology Center (CATC)
Department	All Jobs
Institution	Community College of Philadelphia Philadelphia, Pennsylvania
Date Posted	Sep. 9, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Director/Manager
Academic Field(s)	Vocational/Technical Administration - Other
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Job Description	

Posting Details

Position Information

Position Title: Executive Director, Career Advanced Technology Center (CATC)

Requisition Number: SCA00834

General Description

The Executive Director, Career Advanced Technology Center is the administrative leader responsible for center operations, including programming and services to ensure student, community and employee needs are met. Reporting to the President, this position will lead the College's initiative to develop and run a Career Advanced Technology Center (CATC). The CATC is intended to support the talent pipeline needs of local industry and provide workforce solutions to area manufacturers. This position is responsible for developing, leading, and coordinating the launch of the CATC by working collaboratively with college and division leadership and program faculty. Additionally, the Executive Director will serve as a liaison to industry partners and external stakeholders, monitor program and project outcomes, and supervise ongoing operations of the CATC. In support of center operations, the Executive Director is responsible for the development of consistent processes and application of policy that align with the College's administrative practices, and represents the center as a college spokesperson to the community-at-large; while fostering partnerships and relationships within the community.

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.

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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

- Develop and maintain cooperative relationships with employers, professional associations and community based organizations to insure awareness of the value of ATC programs.
- Establish the CATC as a community resource and partner in economic development.
- Create outreach plans to complement strategic marketing plans for advanced technology center programs.
- Conduct outreach to industry partners and monitor environmental factors to inform development of programs, products, and services.
- Assist department chairs and division leadership to ensure all curriculum development is completed within timeline for launch of advanced technology programs.
- Coordinate internal and external resources for the development and advancement of advanced technology programs to include, but not limited to, engaging in grant writing, community fundraising, and/or assisting in philanthropic activities.
- Measure and analyze center and program performance using appropriate tools and techniques specifically related to the successful completion of short and long-term goals.
- Evaluate the need for and recommend the acquisition of equipment, materials, and facilities for the center.
- Work in coordination with the Facilities Department to address campus infrastructure and maintenance needs, and the efficient use of campus facilities.
- Direct center operations and assume responsibility for decisions related to risk management, health and safety, and communication protocols for onsite operations.
- Develop, monitor, and hold accountability for center budget and goals through annual planning cycle.
- Serve as the project lead for the College's initiative to develop and grow an advanced technology center.
- Manage projects related to launching new or expanded advanced technology center programs,

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products, and services.
- Contribute to development of scope and objectives in coordination with relevant stakeholders for individual projects.
- Manage changes to project scope, project schedule, and project costs using appropriate verification techniques.
- Ensure that all projects are delivered on-time, within scope, and within budget.
- Develop detailed project plans to monitor and track progress using applicable tools software programs.
- Create and maintain comprehensive project documentation to include the preparation and maintenance of various reports, files, records, and other documents in a timely and accurate manner.
- Provide operations management and supervision of staff.
- Serve as the onsite administrator for students and other staff and faculty working in the center.
- Function as the onsite administrator for decision making related to emergency management.
- Collaborate with other divisions and departments to ensure consistency and efficiency of program administration.
- Communicate with other administrators, staff, faculty, external stakeholders, and various agencies as needed to coordinate activities and programs, resolve challenges, and support positive relationships.
- Establish strong community partnerships in support of advanced technology programs.
- Leverage student success principles to ensure alignment to services and program development within the college's mission and strategic plan.
- Demonstrate solid commitment to the college's values, goals, and equity outcomes.
- Perform other related duties as assigned.

Minimum Qualifications

- Bachelor's degree in a related field required. Any and all degrees must be from a recognized institutional accreditor.
- A minimum of five (5) years of relevant and progressively responsible experience required.
- Previous supervisory experience in higher education required.
- Strong team-building, conflict-resolution, and collaboration skills required.
- Strong organizational, management, and leadership skills.
- Demonstrated proficiency using Microsoft Word, Excel, and PowerPoint required.
- Strong business acumen, customer service orientation, and problem-solving skills required.
- Demonstrated success in leading diverse teams and fostering a climate of inclusiveness that values and embraces all forms of human diversity is required.

- Demonstrated ability to communicate effectively (both in writing and verbally) with a diverse student, faculty, and community is required.
- Must be a proactive, innovative self-starter, capable of independent action without direct supervision in compliance with College policies and procedures.
- Must have the ability to work days, evenings, and weekends, as needed.
- Ability to travel between campuses and to external sites.
- Ability to translate College-wide strategies and priorities into strategic and operational plans required.
- Previous experience managing budgets required.
- Ability to influence others of the benefits/importance of an idea or plan of action and to gain their support or commitment required.
- Ability to motivate direct and indirect reports to achieve goals required.
- Ability to maintain sensitivity, respect, and understanding for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.

Preferred Qualifications

- Master's degree in a related field preferred.
- Experience leading a branch campus, satellite campus, or regional center within higher education preferred.
- Previous experience in the Career and Technical Education field strongly preferred.
- Experience using an enterprise-wide system, such as Ellucian Banner 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 by most.

Full-time faculty and staff benefits include:

- College-paid medical, dental, drug, life and disability insurance

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- 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: 6
Min Salary/Hourly Rate: $82,884
Max Salary/Hourly Rate: $136,760
Job Posting Open Date: 05/28/2025
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 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 minimum of five (5) years of relevant and progressively responsible experience?
   - Yes
   - No
5. * Do you have previous supervisory experience in higher education?
   - Yes
   - No
6. * Salary bands at the College cover a wide range to accommodate varying levels of experience.

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Generally, salaries fall within the low to mid-range of the posted amounts, with some roles allowing for more negotiation. Please confirm that you have reviewed the salary range and are comfortable with it by responding "yes."Our benefits significantly enhance the total compensation package for full-time staff and include college-paid medical, dental, drug, life, and disability insurance; tuition remission for courses at the college; forgivable tuition loans for accredited institutions; a 403(b) retirement plan with a 10% College contribution and a 5% employee contribution; flexible spending accounts.

- Yes, the salary range is within my expected salary expectations.
- No, the salary range is not within my expected salary expectations. (Please note: responding with this answer will disqualify you from the applicant pool, as the range will not exceed the posted ranges.)

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

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applying for or inquiring about this job announcement.

Contact   Abby Ametrano Aametrano@ccp.edu

All Jobs

Community College of Philadelphia

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