

Associate Director, Catto Scholarship  
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=262891>

Downloaded On: Sep. 23, 2025 6:27pm

Posted Sep. 23, 2025, set to expire Jan. 22, 2026

**Job Title** Associate Director, Catto Scholarship  
**Department** All Jobs  
**Institution** Community College of Philadelphia  
Philadelphia, Pennsylvania

**Date Posted** Sep. 23, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Associate/Assistant Director  
Professional Staff

**Academic Field(s)** Administration - Student Affairs  
Administration - Other

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**Apply By Email**

**Job Description**

## Posting Details

### Position Information

Position Title: Associate Director, Catto Scholarship

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Requisition Number: SCA00861

### General Description

The Catto Scholarship is a “last dollar” opportunity that includes multiple evidence-based supports to help students achieve academic success. The Associate Director, Catto Scholarship supports the Executive Director in the implementation and management of the Catto Scholarship, supervising key staff and working to ensure the effectiveness of all aspects of the scholarship. The Associate Director works collaboratively with multiple College stakeholders to help achieve scholarship goals related to enrollment, retention, completion, and equity.

### 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.*

### Specific Responsibilities

- Support the Executive Director in the implementation of day-to-day responsibilities and evaluation of the Catto Scholarship.
- Supervise, guide, evaluate and ensure training of Success Coaches.

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- Lead the Student Retention Team.
- Collaborate with departments throughout the College, such as Admissions, Academic Advising, Career Connections, Single Stop to ensure coordination of services to support Catto scholarship recipients.
- Assist the Executive Director in the development and maintenance of positive relationships with internal and external stakeholders.
- Ensure engagement with all College service areas that support students.
- Support the Executive Director in planning, budgeting and assessment activities.
- Provide coordination in the recruitment, enrollment and orientation of Catto Scholars to ensure attainment of program goals and objectives.
- Provide oversight for data collection.
- Monitor and report on outcomes for Catto Scholars with collaboration with Institutional Research.
- Keep informed of local and national best practices for student success.
- Work with the Executive Director and other College units to facilitate training and professional development for Catto involved faculty and staff.
- Ensure ongoing feedback from students, faculty and administrators and make adjustments to programming as necessary.
- Provide oversight for the distribution of program supports including transportation, books, and food.
- Demonstrate sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty and staff of varying social, economic, cultural, ideological, and racial and ethnic backgrounds.
- Work collaboratively with the college Communications team to market and promote the program.
- Deliver quality customer service to internal and external constituents in a professional, helpful and courteous manner.
- Perform assigned duties in a manner consistent with the Mission, Goals and Core Values of the College.
- Other duties as assigned.

### Minimum Qualifications

- Bachelor's degree from a recognized accredited institution required.
- Minimum of six (6) years of related professional experience in higher education or social service organization required.
- Minimum of two (2) years of experience supervising full-time staff and leading teams required.
- Experience with planning, developing and managing budgets, program assessment and evaluation required.

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- Proficiency with Microsoft Office applications including Word, Excel and PowerPoint required.
- Excellent communication skills, including interpersonal, written and oral presentation communication required.
- 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 inform decisions and develop strategies required.
- Understanding of and sensitivity to the diverse College community required.
- 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.
- Experience with caseload management preferred.
- Experience in a collective bargaining environment 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

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**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: 4

Min Salary/Hourly Rate: \$62,672

Max Salary/Hourly Rate: \$103,410

Job Posting Open Date: 09/11/2025

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?

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- 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 six years of related professional experience in higher education or a social service organization?
- Yes
  - No
5. \* Do you have two years of experience supervising full time staff and leading teams?
- Yes
  - No

## Documents Needed to Apply

### Required Documents

1. Resume

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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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