

Perkins Grant Director
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=264128>

Downloaded On: Dec. 21, 2025 11:17pm

Posted Oct. 20, 2025, set to expire Feb. 15, 2026

Job Title Perkins Grant Director
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Oct. 20, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

Posting Details

Position Information

Position Title: Perkins Grant Director

Requisition Number: SCA00865

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General Description

The Perkins Grant Director provides comprehensive leadership and oversight for all aspects of the Carl D. Perkins Career and Technical Education (CTE) Act at Community College of Philadelphia (CCP). Reporting to the Associate Provost for Academic and Student Success responsible for Perkins oversight, this full-time administrative position ensures that Perkins-funded programs, activities, and expenditures align with federal and state requirements, institutional priorities, and the College's Guided Pathways and CTE Pathways frameworks.

The Director is responsible for strategic planning, fiscal and compliance management, program implementation, and cross-divisional coordination to improve outcomes for CTE students and ensure full compliance with Perkins V requirements.

#ID23

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

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Grant Management & Administration

- Provide comprehensive leadership in Perkins Grant administration, including strategic planning, implementation, fiscal management, and compliance monitoring.
- Coordinate closely with relevant departments to prepare for the submission of the annual Perkins e-Grant application and amendments through the PDE eGrants system
- Coordinate very closely under the direction of the Associate Provost, in close coordination with the CCP Institutional Advancement/Grants team which is the office that works with Pennsylvania Department of Education (PDE) Office of Postsecondary and Higher Education and other state/federal agencies for grant related funding items.
- Monitor institutional performance toward Perkins indicators, ensuring all funded activities meet or exceed state and federal expectations.
- Coordinate closely with the financial manager to track and reconcile Perkins expenditures to ensure compliance with approved budgets, timely use of funds, and accurate financial documentation.
- In close cooperation with others assigned for CTE work, maintain Grant Assurances, Equipment Inventory, and Performance Reports in accordance with PDE and federal requirements.
- Collaborate with Finance, Institutional Advancement, and Academic Affairs to ensure all grant-funded activities supplement, not supplant, institutional operations.

Program Implementation & Student Success

- Work closely with academic deans, Department Heads, Curriculum Coordinators, faculty, and student success staff to strengthen CTE program quality, innovation, and student outcomes.
- Support integration of career readiness, employer engagement, and credential attainment within CTE programs.
- Coordinate student-facing initiatives, including academic and career advising, transition support, and workshops that promote enrollment, retention, and completion in CTE pathways.
- Promote Perkins-funded services to students and ensure equitable access across all CTE programs.
- Facilitate student access to campus supports such as Career Services, Financial Aid, Tutoring, and Success Coaching for CTE students.
- Assist with the development of noncredit-to-credit articulation pathways, dual enrollment, and other career transition strategies.

Stakeholder Collaboration & Communication

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- Collaborate with internal and external partners to ensure college-wide engagement in Perkins priorities.
- Serve as a liaison among academic affairs, enrollment management, workforce development, and institutional advancement to align strategies that support CTE success.
- Coordinate, in conjunction with other CTE funded positions, the Local Advisory Council meetings to ensure strong industry and community representation in CTE program design and evaluation.
- Lead professional development sessions for faculty and staff on Perkins compliance, equity in CTE, and workforce alignment.
- Communicate program outcomes, compliance updates, and fiscal progress to the Associate Provost, Cabinet leadership, and Board of Trustees, as appropriate.

Data, Evaluation & Reporting

- Develop and manage, in conjunction with other CTE positions, the state, and using best practices tracking student outcomes, program performance, and resource utilization.
- Partner with Institutional Research, and Assessment, in conjunction with other CTE positions, the state, and using best practices, to analyze data for continuous improvement and compliance with Perkins performance indicators.
- Prepare, in conjunction with other CTE positions, the state, and using best practices, all required fiscal and performance reports to grants to submit to PDE, the Associate Provost, and institutional leadership.
- Support, in conjunction with other CTE positions and institutional leadership, the state, and using best practices, the annual Comprehensive Local Needs Assessment (CLNA) and strategic planning processes to identify program gaps and opportunities.

Technology & Systems Support

- Collaborate with Information Technology and Institutional Research teams to manage data reporting tools for CTE student performance tracking.
- Maintain and update the Perkins webpage and digital communications to ensure transparency and access to program information.
- Support adoption and effective use of student success technologies (e.g., Navigate, Degree Works, Banner) to monitor and improve CTE student outcomes.

Minimum Qualifications

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- Bachelor's degree is required.
- Knowledge of Perkins V compliance and reporting requirements.
- Knowledge of budget management, performance monitoring, and cross-divisional coordination.
- Strong analytical, communication, and problem-solving skills.
- Experience working collaboratively with academic and student support divisions.
- Proficiency with Microsoft Office, data systems, and online grant management platforms.

Preferred Qualifications

- Master's degree preferred.
- Prior experience with Perkins CTE programming.
- Experience in a community college or higher education environment.
- Background in counseling, workforce development, or CTE program coordination.
- Familiarity with PDE reporting systems, CLNA, and Local Advisory Councils.
- Experience in stakeholder engagement and partnership development.

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

Additional College benefits:

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- 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.mycpp.online/human-resources/benefits-eligibility>

Salary Grade or Rank: 5

Min Salary/Hourly Rate: \$72,073

Max Salary/Hourly Rate: \$118,920

Job Posting Open Date: 10/16/2025

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

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- 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 possess knowledge of Perkins V compliance, and reporting requirements?
- Yes
 - No
5. * Do you have possess knowledge in budget management, performance monitoring, and cross-divisional coordination?
- Yes
 - No
6. * Do you have prior experience with Perkins CTE programming?
- Yes
 - No

Documents Needed to Apply

Required Documents

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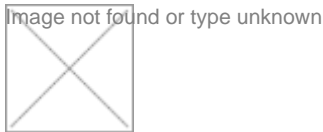
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1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References
2. Letters of Recommendation
3. Other Document (See Special Instructions to Applicant)



PI278928168

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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