

Director, Apprenticeships & School-to-Work Programs
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=264690>

Downloaded On: Oct. 31, 2025 2:13am

Posted Oct. 30, 2025, set to expire Feb. 28, 2026

Job Title Director, Apprenticeships & School-to-Work Programs
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Oct. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Professional Staff
Director/Manager

Academic Field(s) Vocational/Technical
Administration - Other

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Job Description

Posting Details

Position Information

Position Title: Director, Apprenticeships & School-to-Work Programs

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Requisition Number: SCA00868

General Description

Reporting to the Vice President for Strategic Initiatives & Community Engagement, the Director, Apprenticeships & School to Work Programs is responsible for the overall design, direction, and implementation of the College's pre-apprenticeship/apprenticeship programming and oversees a broad range of school to work initiatives that prepare students, particularly those in K-12 schools and adult education programs, to gain the necessary skills and experiences to enter the workforce. The Director conceptualizes, develops, and implements new pre-apprenticeships/apprenticeships and school to work programs, supporting both non-credit and credit career pathways, to deepen and advance the College's local and regional footprint and impact as a leader in school to work/youth workforce pipeline preparation, particularly for students K-12 schools and adult education programs. The Director will serve as the primary contact for internal and external partners for all school to work programming, leads the hiring and supervision of all Office of Apprenticeships and School to Work staff and part-time instructors, manages the program operating and grant budgets, and represents the College on preapprenticeship/apprenticeship and school to work consortia and work groups, internally and externally.

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

- Oversees the design, implementation, and coordination of pre-apprenticeship/apprenticeship and school to work programming at the College's Main Campus, Regional Centers, and community and school-based sites.
- Establish and manage the relationships with College faculty and staff, relevant College offices, community, school, and employer partners to co-design and execute pre-apprenticeship/apprenticeship and school to work programming as an early pipeline into credit and non-credit workforce and CTE programs.
- In collaboration with Vice President, Strategic Initiatives and Community Engagement (SICE) and the SICE leadership team, designs, implements, assesses, and evaluates the strategic plan for all Office of Apprenticeship and School to Work programming for the purpose of continuous improvement.
- In collaboration with Vice President, SICE and Office of Institutional Advancement and Grants Office, identify and secure external funding for new and special initiatives and projects to advance and expand the College's pre-apprenticeship/apprenticeship and school to work programming.
- Lead the work with the College's Marketing department and other relevant College offices to design brand materials and strategically market program offerings to students, families, K-12 schools, employers, community and workforce organizations.
- In collaboration with Enrollment Management, design, implement, oversee, and track the recruitment, outreach, enrollment, registration, retention, and completion activities and outcomes to ensure student satisfaction and to expand capacity.
- Lead the design, scheduling, coordination, and implementation of Act 158 and C2L-PHL (career-connected learning) programming with the goal of establishing the College as a hub for youth workforce and career training programming.
- Provide leadership and oversight for the development and implementation of high school pipeline

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programs associated with the City College of Municipal Employment Initiatives, in close partnership with the School District and City of Philadelphia.

- Serve as one of the College's lead representatives to employer, community, and K-12 partner organizations (e.g., Workforce Investment Board, Youth Standing Committee) and expert resource for pre-apprenticeship/apprenticeship and school to work programming as it relates to youth workforce initiatives, representing the College on committees, at conferences, symposia, etc.
- Oversees the collection, maintenance, and reporting of program data and outcomes for internal and external reports, including the submission of programs to the Pennsylvania Apprenticeship & Training Office for state approval, ensuring all required and requested reporting needs are met.
- Direct the work of the Office of Apprenticeship and School to Work Programs staff aligned with the College's and Division's strategic goals and program needs.
- Maintain, monitor, and update Apprenticeship and School to Work program files to include memoranda of understanding, contracts, and other documents.
- Lead the design and execution of relevant curricula, training pathways, and evaluation tools for Apprenticeships and School to Work programming, coordinating logistics of course offerings and scheduling, assignment of instructors, etc.
- Manage all Apprenticeship and School to Work budgets, overseeing the processing of budget documents, purchase orders, etc.
- Ensure compliance with all rules and regulations with appropriate funding agencies.
- Oversees the development, implementation, and management of orientations and site visits/observations of employers, partner organizations, and students.
- Deliver quality customer service to both internal and external constituents in a professional, helpful and courteous manner.
- Maintain sensitivity, understanding, and respect for a diverse academic environment, inclusive of students, faculty, and staff of varying social, economic, cultural, ideological and ethnic backgrounds.
- Other duties as assigned.

Minimum Qualifications

- Bachelor's Degree required. Any and all degrees must be from a recognized institutional accreditor.
- Demonstrated leadership or supervisory experience required.
- Five (5) years of successful program administration experience in a student or career services, case management, or workforce development role (ideally in higher education or other workforce organization).

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- Demonstrated knowledge of and experience with designing and executing successful pre-apprenticeships/apprenticeships and youth workforce programs required.
- Ability to work collaboratively in a team environment and to build collaborative relationships with others required.
- Demonstrated ability to effectively manage program budgets required.
- Successful grant writing and grant management experienced required.
- Excellent interpersonal written and verbal communication skills required.
- Demonstrated proficiency in MS Outlook suite required.
- Ability to multitask, meet deadlines, take initiatives, and effectively prioritize required.
- Strong problem solving skills and attention to detail required.
- Ability to travel within the local area required.
- Ability to periodically work evenings and weekends required.
- Ability to maintain sensitivity, understanding and respect for a diverse academic environment, inclusive of students, faculty and staff of varying social, economic, cultural, ideological and ethnic backgrounds required.

Preferred Qualifications

- Master's degree preferred.
- Prior experience in higher education preferred.
- Previous experience in the development and implementation of educational programming with high completion rates and other outcomes 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)

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- 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: 5

Min Salary/Hourly Rate: \$72,073

Max Salary/Hourly Rate: \$118,920

Job Posting Open Date: 10/30/2025

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.

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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 five (5) years of successful program administration experience in a student or career services, case management, or workforce development role (ideally in higher education or other workforce organization)?
 - Yes
 - No
5. * Do you have previous work experience in higher education?
 - Yes

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- No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

Image not found or type unknown



PI279270837

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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