



CONNECTICUT STATE COLLEGES & UNIVERSITIES JOB OPPORTUNITY

Community College SNAP E&T Coordinator

Open To: The Public
Location: 61 Woodland Street, Hartford, CT
Hours: Up to 40 hours/week (dual) (duration)
Compensation: Commensurate with degree and experience
Closing Date: February 11, 2019

Background

Participants in the Supplemental Nutrition Assistance Program (SNAP) may also participate in the SNAP Employment and Training Program (SNAP E&T). SNAP E&T funds education and training to help SNAP participants gain skills, training, or work experience to increase their ability to obtain regular employment that leads to economic self-sufficiency.

SNAP E&T offers funding to States to provide a package of employment and training services to SNAP participants, which States set forth in their annual SNAP E&T Plans. States have considerable flexibility to determine which SNAP participants to serve (including whether participation will be voluntary or mandatory), which specific services – or components – to offer, and who will provide the services (the State, or community colleges, community-based organizations (CBOs) and/or American Job Centers engaged by the State).

As shown, depending on the funding stream utilized, SNAP E&T can cover a variety of program costs, including administrative costs, direct program costs as well as certain supportive services for participants. Expansive SNAP E&T programs make use of a “third-party reimbursement” model. In this model, training services are provided by colleges, community-based organizations, and other organizations and their investment of non-federal funds in these services may be reimbursed by USDA using 50-50 funds, as described below.

In Connecticut, the twelve community colleges in the Connecticut State Colleges and Universities (CSCU) system (representing more than 50,000 students across the state) play an important role in providing education and training to CT SNAP recipients. The community colleges offer more than sixty (60) credit and non-credit programs that provide individuals the skills they need to secure employment with self-sufficient wages and benefits. In addition to covering tuition, the colleges also assist students with non-tuition related expenses, such as testing fees and uniforms.

Position Summary

With all twelve (12) community colleges participating, there is a need for central coordination for the program to ensure that the program is applied consistently and correctly across all sites, that reports and invoices are submitted in accordance with program requirements and in a timely way and that appropriate support is provided by the CSCU system office.

The CSCU Community College SNAP E&T Coordinator will provide oversight and assistance to the community colleges in their work with the Department of Social Services (DSS). Specifically, the Coordinator will serve as the primary contact with DSS, monitor program compliance by ensuring that college invoices for reimbursement are reviewed prior to submission to DSS and submitted in accordance with DSS deadlines, review projections and other reports prior to submission, provide coordination among CSCU colleges to ensure promising practices are shared across the campuses and that partnerships are built with other service providers, assist with developing and expanding SNAP E&T programs to ensure consistency and compliance across colleges, and help identify resources to sustain college efforts in the future. The CSCU Community College SNAP E&T Coordinator will report to the Interim Director, Workforce Development, Strategic Partnerships and Sponsored Programs at the CSCU System Office.

Major Accountabilities

- Act as system liaison for the Department of Social Services
- Work directly with DSS staff, as needed, for training purposes and to coordinate CSCU activities
- Manage and monitor fiscal and programmatic reporting across CSCU colleges
- Review annual college projections, budgets and reimbursement certification forms for accuracy
- Evaluate employment and training programs offered to ensure labor market information supports each program at the community colleges
- Oversee implementation of new SNAP E&T programs at community colleges, as well as expansion and/or proposed modifications to existing programs
- Coordinate program efforts of 12 community colleges with DSS
- Assist in marketing the college programs with DSS staff, American Job Center staff and other interested audiences
- Review reimbursement requests/invoices to ensure expenditures are allowable
- Review participant expense reimbursement requests to ensure the expenses are allowable and submit to the DSS representative on a quarterly basis along with supporting documentation
- Work with colleges to address challenges and identify new opportunities
- Identify and share promising practices among the colleges and with outside stakeholders
- Help to facilitate partnership development with nonprofits and other service providers
- Support resource development to help sustain efforts system wide
- Participate in professional development and advocacy efforts related to the program
- Assist in educating college staff, faculty and students about SNAP resources
- Annually review each participating community college for SNAP E&T program compliance including the web-based employment and training data collection system

Minimum Qualifications

Bachelor's degree in a related area and a minimum of two to five years' experience in grant-funded training & education programs with a Master's degree preferred.

Experience in working with collaborative initiatives, college administrators and faculty, and building consensus and strong partnerships.

Demonstrated ability to support the strategic direction of the SNAP E&T Program, define problems, and recommend solutions.

Ability to collaborate with a variety of regional and state professionals, prioritize tasks, and communicate clearly and effectively through oral presentations and in writing.

Application Instructions

Applications must be submitted electronically to jobs@ct.edu and must be received no later than **February 11, 2019**. Please reference “**Search #18-20**” on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) CSCU Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single MS-Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to www.ct.edu for more information about the CSCU System Office and our 17 institutions.

Notice of Nondiscrimination

The CSCU System does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disability, intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information, retaliation, or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Leah Glende, Manager of Diversity & Inclusion, 61 Woodland Street, Hartford, CT 06105, 860-723-0727, or by email at LGlende@commnet.edu.

The CSCU System is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.