



Connecticut State
Colleges & Universities

JOB OPPORTUNITY

Project Director National Advanced Manufacturing Apprenticeship Project

Open To: Public

Location: CSCU System Office, 61 Woodland Street, Hartford, CT

Hours: Full-Time, 40 hours/week

Appointment: Initial one-year term appointment with possible one-year renewals up to an additional three (3) years based upon grant funding availability.

Compensation: \$73,400-\$80,000 per year; commensurate with experience.

Closing Date: **October 4, 2019**

Position Summary

Oversees \$8 million in grant funding in collaboration with community colleges, state agencies, national employers, industry professional organizations and state agencies, both in Connecticut and across the United States.

Reporting & Supervisory Relationships

- Position reports to the Chief of Staff to the CSCU President, Connecticut State Colleges and Universities.
- Maintain excellent communication with the Executive Director of Strategic Initiatives to ensure, as manager of all federal grants, that they are properly and proactively informed of grant progress and any potential obstacles and the plan to address same
- Establish process for regular written updates to the Chief of Staff and key stakeholders

Major Accountabilities

- Responsible for oversight and management of the Department of Labor-Scaling Apprenticeship Project (\$8 million) to ensure compliance with deliverables and time lines set forth in the grant
- Establish and oversee grant-related processes, procedures and implementation plans with all grant stakeholders to ensure coordination of effort and successful implementation
- Maintain and monitor the overall grant budget, including individual sub recipient and/or contractor budgets, to ensure timely and efficient expenditure of grant funds

- Responsible for creation and maintenance of fiscal and program data files for the project
- Hire and supervisor grant staff, as needed
- Coordinate and manage day-to-day tasks to meet contracted deliverables for the successful implementation and completion of the project
- Monitor expenditures, contracted project goals and reporting of partners and ensure compliance with scope of grant
- Ensure that the grant metrics are being met and, if necessary, work with grant partners to develop action plans to meet grant deliverables
- Develop and maintain sound collegial relationships with industry and partners to fulfill grant requirements
- Suggest changes to the project as necessary to improve project performance
- Establish a schedule for and conduct meetings of project partners sub recipients to facilitate coordination and to ensure satisfactory grant progress
- Establish systems, in collaboration with CSCU System Office, to ensure financial compliance and budget monitoring

US Department of Labor/Compliance

- Serve as point of contact/liaison with the US Department of Labor (USDOL)
- Prepare and file all necessary reports and updates required by USDOL, and if necessary, any budget or Statement of Work modifications
- Coordinate all activities and preparation for USDOL site visit, if needed
- Participate in audits, if needed
- Work with grant staff and partners to recruit, facilitate training and provide services to project participants
- Organize and implement consortium-wide activities for recruiting and job readiness skills as applicable

Program Promotion and Outreach

- Coordinate development and dissemination of grant related materials, project information, products, and services
- Work with CSCU staff and others to market the grant and grant-related programs and activities
- Produce a newsletter or other communication at least monthly
- Use social media, as appropriate, to effectively market the grant and its programs

Curriculum Development

- Work with internal and external stakeholders to ensure quality instructional experiences and address training issues
- Ensure that apprenticeship programs meet all standards for quality as required by USDOL

Third Party Evaluation

- Conduct any Request for Proposal or other procurement processes for third party evaluator, if needed, and any other grant-wide resources
- Work collaboratively with third party evaluator and develop action plans, as needed, to address any findings to improve program effectiveness

- Participate, if needed in any national evaluation effort of USDOL

Strategic Partnerships

- The Project Director will represent the grant and CSCU with state agencies, such as the CT Department of Labor, Department of Economic and Community Development, Chambers of Commerce, the Connecticut Business and Industry Association and other industry associations
- To ensure sustainability, the Project Director will work closely with CSCU leaders to ensure that grant activities are aligned with the state's strategic plan for advanced manufacturing and that grant programs are developed in a way that maximizes their ability to be replicated statewide and nationwide

Other

- Perform other grant-related duties as assigned.

Minimum Qualifications

The successful candidate is expected to have substantial documented experience in these areas:

- Demonstrated experience in management, preferably in higher education and/or significant experience in managing large-scale projects involving partnerships with higher education institutions
- Demonstrated administrative and/or management experience in workforce development
- Demonstrated experience in grants management, preferably with USDOL or other federal agencies and involving multiple, diverse partners
- Excellent written and oral communication skills
- Demonstrated experience in effective management of multiple, competing priorities
- Ability to meet deadlines
- Information technology literacy skills
- Strong customer service skills

- Bachelor's degree and/or related industry leadership experience which would provide the competencies required for successful performance of the position's responsibilities
- Minimum of three (3) years budgeting and fiscal experience and three (3) years of progressively increased responsible project management experience
- Preference will also be given to candidates who possess a Master's degree, knowledge of state, federal and local funding guidelines, and/or experience with educational and training programs similar to those in the grant.

NOTE: This position will require work outside of regular hours (e.g., after 5:00 p.m., occasional weekends based upon grant activities, such as site visits, meetings or forums, and travel to USDOL or other conferences). Travel is expected both within and outside of Connecticut. Use of a personal vehicle is expected for local/regional travel. This is a grant-funded, durational position. A 1-year appointment will be made subject to renewal, based upon performance and continued funding, for up to 4 years.

Application Instructions

Applications must be submitted electronically to jobs@ct.edu and **must be received no later than October 4, 2019**. Please reference "Search #19-11" 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/files/pdfs/Employment-Application.pdf>) 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 in any employment practice, education program, or educational activity on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information, criminal record or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. 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.