

Workforce Development Director

Category: Professional

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Workforce

Department: Development

Locations: Quincy, MA

Posted: Aug 12, 2022

Open Until

Closes: Filled

Type: Full-time

Position ID: 151833

About Quincy College:

Founded in 1958, Quincy College is a two-year, municipally affiliated college serving approximately 4,000 students at campuses located in Quincy and Plymouth, Massachusetts.

Quincy College Mission Statement

Quincy College offers open-access and selective programs focusing on academic achievement and excellence, fostering diversity, providing economic opportunity, promoting community involvement, and supporting lifelong learning. We foster valuable learning relationships that inspire students to realize their educational and professional futures.

POSITION SUMMARY: The Workforce Development Director, is a full-time position based on funding with the possibility to extend to additional years. This position requires knowledgeable skills in all aspects of student experience that include outreach, recruitment, enrollment, coaching, advising, and student services, including retention. The goal is to recruit, coordinate services, and prepare students for successful employment upon program completion. Provide ongoing assistance to VP of WEID with all workforce development needs, including assisting students with unemployment assistance application and documentation, SNAP (Supplemental Assistance Nutrition Assistance) application and reporting, CDBG (Community Development Block Grant) and Financial Literacy program.

ESSENTIAL FUNCTIONS:

- Develop and implement proactive and intentional outreach and recruitment services, with particular attention to recruiting unemployed students.

- Facilitate new student orientation, including working with students to complete grant required application forms.
- Supervise the ABE/PD Program Coordinator and the Work-Study students.
- Collect and submit invoices to partners agencies that includes CARES act, SNAP and ITA contracts.
- Responsible for Section 30/TOPs application, ITA contract, SNAP programs.
- Recruit students that fall under SNAP criteria complete and submit students SNAP application.
- Coordinate outreach and recruitment with the DTA/SNAP agencies
- Establish and maintain communication channels including Department of Transitional Assistance Services, Masshire Career Center Services, Housing Authority and multiservice agencies in order to enroll 120 students into QC programs.
- Collaborate with appropriate Quincy College offices to ensure that students are enrolled, taking classes, and are in path to successful completion.
- Coordinate in house services with other departments in order to determine solutions, intervention activities and processes for students.
- Facilitate the successful conclusion of the projects underway to meet funding objectives and goals.
- Required to participate in all SNAP and other WD trainings.
- Responsible for all noncredit course and program schedule.
- Coordinate with admission, registrar office and marketing recruitment for all WD programs.
- Maintain student files and tracks students' academic progress.
- Respond to other program needs identified from VP of Workforce Development.
- Compile quarterly reports including, student graduation and job placement.
- Work with partner agencies on assisting students to be placed into jobs upon program completion.
- Participate in mandatory training/coursework; including but not limited to:
 - Title IX and Sexual Misconduct
 - Sexual Harassment and Non-Discrimination
 - Security Policy and Notification of Security Reporting
 - FERPA
 - Municipal Ethics Law
- Assume other related duties as assigned.

SUPERVISORY RESPONSIBILITIES: Supervise the ABE/PD Program Coordinator and the Work Study students. .

TRAVEL: Assignment/travel for both Quincy and Plymouth Campuses as well the Boston educational location. Other local travel may be required.

Requirements:

EDUCATIONAL REQUIREMENTS: Bachelor's Degree Required in an appropriate specialization.

REQUIRED EXPERIENCE AND SKILLS:

- Previous experience with state and federal contract included but no limited to Workforce Development, Section 30/ITA, SNAP, CDBG contracts.
- Previous experience in academic advising, student services, and enrollment services.
- Proficiency with Microsoft Word and Excel.
- Demonstrated ability to work independently and as a part of the team.
- Demonstrated experience in working effectively with low income, underserved adult learners and high school dropout students.
- Preferable experience in Higher Education system.
- Strong interpersonal, organizational and time management skills.
- High level of customer service and interpersonal skills.
- Demonstrated ability to deal tactfully and effectively with a diverse group of clients at all levels.
- Ability to handle multiple assignments and meet deadlines.
- Ability to perform the essential functions of this position with or without reasonable accommodations.
- Valid Driver's License.

Additional Information:

EEO Statement:

Quincy College is an equal opportunity employer committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. Quincy College is committed to achieving a diverse workforce and complies with all Federal and Massachusetts State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

Application Instructions:

Please submit the following documents online:

- Resume
- Cover Letter

For more information please refer to link copied below.

[Quincy College Job Posting: Workforce Development Director \(interviewexchange.com\)](https://www.interviewexchange.com/job-posting/quincy-college-workforce-development-director)

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