Employment Opportunity

Fast Track to Work Program Director
(ADM13-03)

College Web Address:  www.cabrillo.edu

Initial screening of applications will begin on Tuesday, April 16, 2013; however, applications will be accepted until the position is filled.

About the Position:
Under the direct supervision of the Vice President of Student Services, the Fast Track to Work (FTTW) Program Director is responsible for leadership, management and administration of the Cabrillo College FTTW program, which provides program and support services to prepare students for entry-level employment and career advancement.

Position Duties and Responsibilities:
- Directs and coordinates FTTW program activities and services
- Keeps abreast of and ensures program compliance with federal, state and local legislation and regulations; develops, revises and implements relevant program policies and procedures in accordance with such
- Hires, trains, supervises and evaluates assigned staff
- Convenes the FTTW Advisory Committee; chairs and/or serves on college committees as required/assigned
- Works with Career Education and Economic Development, Student Services, and Instructional Development to improve alignment between the needs of FTTW students and the College instructional programs
- Consults with faculty, staff and administrators to assist in improved delivery of instruction and support services to students
- Meets regularly with Human Services Department (HSD), Workforce Investment Board (WIB) and Employment Development Department (EDD) staff to facilitate provision of FTTW services
- Maintains regular contact with local industries and businesses and other educational providers to keep them informed about the FTTW services and to solicit assistance and participation in the FTTW program
- Develops program-related marketing strategies and informational materials for students and faculty
- Monitors federal, state, and local funding opportunities to seek resources to support FTTW; writes grant applications
- Collects and compiles data and prepares reports as needed by Cabrillo, Chancellor’s Office, HSD, WIB, and EDD to track usage and monitor performance of the FTTW program
- Develops and manages FTTW program budget, monitors budget expenditures and prepares management and fiscal reports tracking program caseloads and expenditures
- May provide bilingual services to monolingual and limited English-speaking students
- Performs related duties as required/assigned

Education and Experience:
Bachelor’s degree from an accredited four-year college or university; and a minimum of three years successful work experience in education, business, or public service involving responsibilities and activities congruous with the requirements of this position; demonstrated successful experience directing activities requiring management and leadership skills; familiarity with organizational and operational functions of post-secondary school systems.

Knowledge of:
- Principles and practices of public administration, program planning and evaluation
- CalWORKs, Workforce Investment Act (WIA) programs, policies, rules and regulations
- Business mathematics and budgetary principles, practices, budgeting methods and procedures
- Principles and practices relating to employee supervision, training, and evaluation
- Effective organizational skills
Knowledge of (continued):
- Computer technology and various software programs including word processing, spreadsheets, and databases
- Effective verbal and written communicational skills
- Effective interpersonal skills using tact, patience, and courtesy

Ability to:
- Interpret, explain and apply complex regulations, laws and directives relevant to the program
- Work effectively in a diverse, multi-ethnic environment
- Provide effective leadership and management of the program
- Prepare and present clear and concise oral and written reports
- Establish and maintain effective relationships with those contacted in the course of work
- Use computer technology and various software including word processing, spreadsheets, and databases
- Make accurate arithmetic calculations

Other requirements:
- Must be able and willing to work evenings and weekends at various service locations

Desired:
- Master’s degree in public administration, business administration, social work, counseling, higher education administration, or other discipline related to the requirements of the position
- Demonstrated successful experience in grant writing
- Bilingual ability Spanish/English

Salary:
Current eight-step salary schedule ranges from $5,278 to $7,426 per month. Full time (225-day) management assignment, 12 months per year, Monday through Friday, with evenings and/or weekends as needed. Classified administrators are required to join the Public Employees’ Retirement System (PERS) and as such must contribute 7% of their monthly salary to PERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification.

Cabrillo College currently provides a benefit stipend contribution for medical, dental, life and long-term disability insurance for employees and eligible dependents.

How to Apply:
Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps.html OR at the office location noted below.

Cabrillo College, Human Resources Department
6500 Soquel Drive, Aptos, CA 95003
Phone: (831) 479-6217
OR FAX to: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:
  a) Completed and signed Cabrillo College administrative personnel employment application
  b) Resume – job related
  c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position
  d) Criminal History Inquiry Supplemental to Application
  e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.)
     - Transcripts from all colleges attended (copies are acceptable) or official proof of request for transcripts, to demonstrate the qualification re: college coursework listed in this announcement. If selected it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be requested
  f) Two short, clearly identified, separate attached statements (not to exceed two pages):
     a) Outline your concept of the community colleges’ role in promoting student success for students in CalWORKS and WIA programs
     b) Describe your administrative philosophy
*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.*

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure:**
Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

**Application Deadline:**
Initial screening of applications will begin on **Tuesday, April 16, 2013.** All completed applications received by this date will receive a full screening. However, applications will be accepted until the position is filled. (Email transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.