Senior Advisor, Workforce Development
Grade UGR

Senior Advisor, Workforce Development reports directly to the Executive Vice President, Government & Community Affairs and supports the strategic goals of the University with special attention to coordination of community-based initiatives; employment/workforce issues and federal governmental relations associated with the University’s proposed expansion into Manhattanville. The Senior Advisor, Workforce Development will organize, manage, develop and implement associated programs, with the Office of the Executive Vice President Government & Community Affairs and providing information about available government resources. These resources might include but not be limited to grants and/or joint venture opportunities. The position requires frequent contact with the New York City and State, and Federal Departments of Education, New York State Department of Labor, community-based organizations, and government sponsored workforce development agencies, community leaders, public officials, as well as University officials, staff and consultants. In addition, activities include providing consulting services related to workforce development to community and faith based organizations located in upper Manhattan. The incumbent will work closely with the Office of Projects and Grants to coordinate all research. The incumbent will lead, manage and deliver high-value solutions across multiple areas related to community and public sector involvement in which the university is a stakeholder. The incumbent will apply skills in areas such as team-building, effective time management methods, data gathering, project and system integration and creative problem solving. The incumbent will lead projects and extended project teams to assess gaps, analyze needs, gather business requirements, define functional requirements and priorities, research and identify solutions; develop, present and execute comprehensive project plans, including tracking and reporting project status, and managing milestones, control gates and schedules. The incumbent will ensure achievement of effective technical solutions, and verify the solutions meet the objectives and priorities; and clear communications between the Office of the President/Office of Government & Community Affairs/University and project teams throughout all project phases. The incumbent will be required to be a senior professional with a background in academic administration, preferably with experience in community outreach and/or public programs.

Qualifications
Bachelor’s degree required. Master’s degree preferred. A minimum of 8 - 10 years’ related experience required. He or she will have a background in urban affairs, academic administration, government agency or a related field. He/she will have fluency and expertise in educational policy, workforce development, vocational and adult education, and community collaborations, particularly as theses relate to diverse or underserved communities or populations. Must be able to work with minimal supervision and to exercise independent judgment.