ANNOUNCEMENT OF ANTICIPATED POSITION OPENING  
Date Posted: June 10, 2020

***INTERNAL POSTING - OPEN TO CSCU EMPLOYEES ONLY***

POSITION: DIRECTOR OF WORKFORCE DEVELOPMENT AND NON-CREDIT PROGRAMS  
(EDUCATIONAL ASSISTANT)  
(Full-time, 12-month, Special Appointment, CCP-19)

ANTICIPATED STARTING DATE: August 2020

MINIMUM QUALIFICATIONS: Bachelor's Degree from an accredited institution in a related field. Two (2) to five (5) years of experience applying those disciplines in the field related to adult education administration or business, including 0-2 years of supervisory experience. Master's Degree preferred.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references.

RESPONSIBILITIES: Under the direction of the Chief Regional Workforce Development Officer, this position is accountable for conducting research and needs assessment, program and instructional design, curriculum development, program implementation, and assessment of the quality of courses, workshops, seminars and other forms of workforce development and non-credit instruction and training at Tunxis Community College. This position also recruits, hires and monitors adjunct faculty. In addition, the incumbent must demonstrate the ability to write grant proposals, research and identifying new grant funding opportunities, and oversee the implementation of new and existing grants.

MINIMUM SALARY: $73,292 approximate annual, plus excellent State supported fringe benefits.

TO APPLY: This position is an internal search and is open to CSCU employees only. Submit a detailed letter of interest, resume, a completed CSCU application (available here: https://www.ct.edu/files/pdfs/Employment-Application.pdf), and the names of three (3) professional references electronically to: tx-hr@tunxis.edu Search # CE

APPLICATION DEADLINE: Application materials must be received by July 10, 2020.

For more information about Tunxis Community College, please visit our website: www.tunxis.edu

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