



**Position Title: Director of Continuing Education and Workforce Development/Pathways**

**Location: Main Campus | Hudson, NY**

**Position Classification: Full-Time | Administrator**

**Application Deadline: Until Filled**

### **The Opportunity**

Columbia-Greene Community College, a community college dedicated to student success and community growth, invites applications for the position of **Director of Continuing Education and Workforce Development/Pathways**. This dynamic role is an opportunity to lead the college's efforts in addressing the evolving needs of the local labor market by designing, implementing, and promoting innovative continuing education and workforce development programs. The ideal candidate will collaborate with industry, government, and nonprofit organizations to develop and deliver training programs that prepare individuals for meaningful employment and career advancement.

We seek a leader who is passionate about workforce development, skilled in program planning and organization, and committed to fostering partnerships that enhance opportunities for our students and community. Apply now!

---

### **Minimum Qualifications:**

- A master's degree in business, higher education, workforce development, or a closely related field.
- Demonstrated experience in business or workforce development, including planning, organization, and training.
- Proven ability to work effectively with industry, government, and nonprofit organizations to design and deliver training programs.
- Strong communication and presentation skills, including the ability to convey ideas clearly to diverse audiences.
- Knowledge of labor market trends and workforce development best practices.

---

### **Primary Responsibilities:**

- Develop and oversee continuing education and workforce development programs that align with local and regional labor market needs.
- Collaborate with academic deans and other college personnel to implement innovative pathways for career and technical education that provide students with clear, stackable credentials and employment opportunities.
- Champion the development of credentials that bridge the gap between credit and non-credit offerings and that provide the opportunity for Credit for Prior Learning (CPL).
- Foster relationships with industry, government agencies, and nonprofit organizations to identify training needs and create customized programs.
- Solicit and select instructors for all training programs.
- Develop training schedules for in-person, online, and hybrid sessions in collaboration with business and industry needs.
- Serve as the college's representative on workforce development initiatives at the local, regional, and state levels.
- Manage program budgets, resources, and staff to ensure efficient and effective operations.
- Analyze relevant data to inform enrollment forecasts, grant development, and revenue projections.
- Evaluate program outcomes and use data to drive continuous improvement.
- Advocate for the college as a hub for workforce development and lifelong learning.
- Assist in economic development efforts by local, regional and state agencies, as directed by the Provost.

- Promote continuing education programs through strategic outreach, marketing, and communication efforts.
  - Ensure programs are accessible, equitable, and aligned with student and employer needs.
  - Provide guidance and support to students seeking career advancement or re-skilling opportunities.
- 

### **Salary and Benefit Information**

The salary range for this position, \$65,000 - \$72,000, will be commensurate with education and work experience. The College offers a comprehensive benefits package that includes medical and dental insurance, short- and long-term disability, generous leave package, paid holidays, pre-tax flexible spending accounts, retirement plans, tax-deferred compensation, as well as employee and dependent tuition waivers. Public Service Loan Forgiveness to those who meet eligibility.

### **Application Information**

For full consideration, applicants must submit the following: (1) cover letter; (2) CV or resume; (3) and contact information for three professional references. Submit all as a single PDF document to: [HR@sunycgcc.edu](mailto:HR@sunycgcc.edu). Applications will be accepted until the position is filled.