



**CONNECTICUT STATE COLLEGES & UNIVERSITIES  
BOARD OF REGENTS FOR HIGHER EDUCATION  
JOB OPPORTUNITY  
November 3, 2014**

**Grant Project Director**  
*Connecticut Advanced Manufacturing Initiative (CAMI)*

**Open To:** The Public  
**Location:** 61 Woodland Street, Hartford, CT  
**Hours:** Full-Time (3 year duration grant initiative)  
**Compensation:** Administrator IV (\$80,767 – \$130,440 commensurate with experience & training).  
**Closing Date:** **November 25, 2014**

The Connecticut State College and University System (CSCU) invites candidates who have an extensive and successful background in federal grant administration in higher education to apply for this challenging three (3) year grant funded opportunity. This position is funded by the Connecticut Advanced Manufacturing Initiative (CAMI), a Trade Adjustment Assistance Community College and Career Training grant, as implemented by the Employment and Training Administration, U.S. Department of Labor.

**Position Summary**

The CSCU system has received a U.S. Department of Labor (US DOL) Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant referred to as the “Connecticut Advanced Manufacturing Initiative” which will be used to expand Connecticut’s community college innovative manufacturing training program. The new funding will help the 13 college consortium achieve four evidence-based strategies: 1) expand the capacity of college facilities to support more students and new programs; 2) scale up industry-driven training programs resulting in industry-recognized credentials; 3) increase retention and accelerate completion through student supports and services; and 4) strengthen and expand the AMC sector based approach to employment and training, such as expand access to Registered Apprenticeships. The colleges will also partner with manufacturers and manufacturing associations throughout the state.

The CAMI Grant Project Director, interacting closely with the Office of Sponsored Programs, the Director of the Advanced Manufacturing Centers, college consortium personnel, executive leaders, and the Statewide Advanced Manufacturing Advisory Committee (SAMAC), reports to the Board of Regents Provost and Senior Vice President for Academic and Student Affairs and provides statewide project leadership and management oversight for this grant.

**Supervisory and Other Relationships**

The position is responsible for supporting and cultivating strategic and collaborative partnerships both within the CSCU System as well as externally with educational institutions, state agencies, private organizations and the public as well as effectively managing and supervising a Research Analyst, a Project Assistant and project teams.

## **Essential Responsibilities**

Essential duties and accountabilities include but are not limited to the following:

*The Project Director is accountable for or leading the successful operations of this statewide grant by providing effective leadership, administration and managerial services, including the following:*

- Coordinating grant activities that will facilitate maximum effectiveness and utilization of program resources;
- Representing the project on s the Statewide Advanced Manufacturing Advisory Committee;
- Serving as staff to the Board of Regents Office for the liaison role between the U.S. Department of Labor and the consortium colleges;
- Serving as the chief liaison with the consortium colleges to ensure that grant goals and deliverables are completed on time and within budget;
- Supervising project staff and teams.

*The Project Director is accountable for promoting strategic partnerships between all 13 consortium colleges and state agencies/organizations including the following:*

- Continuous communication with the lead institution and 12 consortium college Presidents, faculty and staff regarding project activities and progress;
- Facilitating and maintaining relationships among members of the consortium;
- Maintaining and developing partnerships with business, industry, manufacturers, manufacturing associations, workforce investment boards, the Connecticut Technical High Schools and other partners who have pledged funds, resources, internships and other supports for participants.

*The Project Director in collaboration with the Advanced Manufacturing Centers Director will oversee the development of curriculum enhancements and instructional supports, including the development of online courses, with the goal of educating and placing skilled and credentialed workers through an industry driven approach to manufacturing including the following:*

- Coordinate academic responsibilities with the Director of Advanced Manufacturing and the Provost/Senior Vice President of Academic & Student Affairs;
- Work with Charter Oak State College to develop online courses/modules in advanced manufacturing;
- Work with colleges to develop third-semester programs;
- Collaborate with the CT Technical High Schools to align curricula;
- Collaborate with the CT Office of Apprenticeship on the development of new Registered Apprenticeship models.

*Responsible for tracking reporting outcomes and submission of financial and program reports, including the following:*

- Management & oversight of reporting system development;
- Overseeing the preparation of all reports related to the project including quarterly and annual programmatic and financial reports;
- Monitoring compliance with all policies, grant terms, procedures and guidelines of the U.S. Department of Labor.

This position requires extensive travel to the twelve Community Colleges and other sites. The incumbent must have the ability to drive or to arrange for alternative transportation. Reasonable accommodation will be made for physical limitations.

## **Minimum Qualifications**

Incumbents are required to have substantial demonstrated knowledge and abilities in the following areas:

- Demonstrated experience with federally funded projects, including experience with procurement processes and reporting;
- Ability to provide strategic direction and leadership to a major multi-partner initiative, preferably one that involves a similar target population and/or workforce preparation;

- Experience in developing key stakeholder partners and serving as a strong relationship manager in support of a system-wide grant;
- Strong preference for experience or knowledge in the area of the grant’s focus;
- Experience with budget management;
- Information technology literacy skills;
- Outstanding interpersonal skills and ability to work with multiple stakeholders;
- Excellent oral and written communication skills.
- Effectively supervise and direct the work of professional and administrative staff.

These skills and abilities typically are acquired through a combination of education, training and experience including a Master’s degree in a related field as well as four (4) or more years of experience in higher education facilitating multi-campus projects.

An equivalent combination of education, training and experience which would lead to the competencies required for successful performance of the position’s essential duties in a management capacity will be considered. Applicants who believe they have the characteristics and experiences necessary to carry out the functions of the position should provide adequate detail in their letter of interest detailing how their background meets the requirements of the position.

### **Leadership Competencies**

- Managerial Courage – Provide current, direct, complete, expeditious and “actionable” positive and corrective feedback to staff of any level.
- Dealing with Paradox – Flexible and adaptable when facing tough calls; sets strong but flexible standards; is seen as balanced despite conflicting demands.
- Ethics and Values – Adheres to an appropriate and effective set of core values; acts in line with those values.
- Strategic Agility – Can anticipate future consequences and trends accurately; has broad knowledge and perspective; can present breakthrough strategies and plans.

### **Application Instructions**

Applications must be submitted electronically to [jobs@ct.edu](mailto:jobs@ct.edu) and must be received no later than **November 25, 2014**. Please reference “**Search #14-041**” on the subject line of all emails. Please submit the following two (2) attachments with your email:

- (1) BOR Employment Application (available at: <http://www.ct.edu/hr/employment>) **AND**
- (2) Cover letter, resume, and contact information for three professional references in a single Word or PDF file.

Incomplete or late application packages received after the deadline may be discarded.

Refer to [www.ct.edu](http://www.ct.edu) for more information about the CSCU and our 17 institutions.

### **Notice of Nondiscrimination**

The Board of Regents for Higher Education does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of intellectual disability, learning disability or physical disability, veteran status, sexual orientation, genetic information or criminal record. The following person has been designated to handle inquiries regarding the non-discrimination policies: Laurie G. Dunn, Interim Vice President for Human Resources, 61 Woodland Street, Hartford, CT 06105, 860-723-0253, or by email at [DunnL@ct.edu](mailto:DunnL@ct.edu).

*The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer and strongly encourages the applications of women, minorities, persons with disabilities, and veterans.*