



POSITION ANNOUNCEMENT

Program Director of Career Pathways (CPI) Initiative (Grant Funded)

Position Description:

The Program Director of Career Pathways (CPI) is a key leader of the program and reports to the Vice President of Community Relations. The Program Director is responsible for the overall management of the project, including fiscal day-to-day activities for implementation of the CPI grant. This individual executes the CPI Sub-award Agreement between Arkansas Department of Higher Education (ADHE) and CPI within pre-determined budget guidelines and performance objectives. Additionally, this manager directs, administers, and coordinates the activities of the CPI staff in order to be in compliance with policies, goals, and objectives established by the grant. The CPI Director must be an excellent communicator, capable of providing a strategic vision for the education of the whole student. The Program Director must be deeply committed to collaborating with students, staff, faculty, and all constituents to foster a diverse and inclusive community and culture, providing respectful discourse and open communication.

Job Responsibilities: Duties include the following and others as assigned.

- Insures operations within the guidelines of the DWS MOA and the Sub-award Agreement.
- Responsible for developing and implementing plans, evaluations, and decision making.
- Monitors the execution of the planning process on behalf of the entire CPI staff.
- Supervises, coordinates, and directs the work of all campus CPI staff.
- Responsible for all matters related to compliance.
- Assists with accounts payable by collecting and coding invoices as well as reviewing financial statements for accuracy for entry into monthly reimbursements.
- Provides leadership to advance important state and campus initiatives and division goals, promoting student wellness and resiliency by delivering high-quality student-centered services.
- Advises and counsels students on a variety of academic, personal, employment and social matters.
- Leads the annual budgeting process and revisions to ensure the budget is spent efficiently and effectively to support the program.

Qualifications:

Bachelor's degree in student affairs or related field with five years related experience preferred; or equivalent combination of education and experience to demonstrate the ability to achieve the duties outlined above. Campus experience preferred.

Salary: Compensation is determined by education and experience with a generous fringe benefit package.

Application Deadline: Review of applications will begin May 1, 2021 and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure: To be considered for this position, interested candidates should submit all of the following: cover letter, resume, completed application (available at www.anc.edu/jobs) and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email thampton@smail.anc.edu. For more information, call (870) 762-3121.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: April 26, 2021

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