



ALABAMA COMMUNITY COLLEGE SYSTEM

Now Accepting Applications for
**PROJECT DIRECTOR –
THE ALAMAP PROJECT**



For consideration, application materials must be received by
September 18, 2019 at 3:00 p.m. CST.

POSITION SUMMARY

The ALAMAP Project will narrow the skills gap and strengthen the workforce for middle- and high-skilled jobs in advanced manufacturing in Alabama. The project will expand industry-recognized apprenticeships and pre-apprenticeships in advanced manufacturing throughout the Alabama Community College System, including the highly successful FAME Advanced Manufacturing Technician program, and will ultimately impact growth in apprenticeship programs nationwide. The Project Director leads all project activities with the support of a fulltime Administrative Assistant and the staff of the nationally recognized ACCS Division of Workforce and Economic Development. The Project Director coordinates the work of the 23 community/technical colleges involved in the project and manages a \$16.2 million project budget. The Project Director ensures that project activities are executed in an efficient, effective, and timely manner. He or she continually monitors and reports on the outcomes of project activities and provides suggestions for adjustments if those outcomes do not meet expectations, making certain that the project achieves milestones according to the established project plan. In addition, the Project Director collaborates with the project's national partner (the Manufacturing Institute of the National Association of Manufacturers) to develop a model for advanced manufacturing apprenticeships that can be applied to multiple advanced manufacturing occupations and taken to national scale. In-state travel between the colleges and the System Office, and out-of-state travel for professional development and national convenings, is expected.



PRIMARY RESPONSIBILITIES

- ❖ Develop and implement a detailed timeline for project activities that ensures the project meets predetermined performance expectations. Revise as needed.
- ❖ Develop and implement a plan for communication (process and schedule for regular conference calls, emails, in-person meetings, virtual meetings, etc.) with all project personnel and internal and external stakeholders.
- ❖ Collaborate with the ACCS Communications Division to develop and implement a comprehensive marketing and outreach campaign to recruit program participants and sponsors and to increase awareness of advanced manufacturing jobs and apprenticeship opportunities in the state. Conduct periodic assessment of the campaign's effectiveness and adjust as needed.

- ❖ Manage the collection of project/participant outcome data, monitor progress toward performance goals, prepare regular progress reports, and share results with all stakeholders. Ensure that the project meets established performance expectations.
- ❖ Direct the work of community college FAME Coordinators/Success Coaches to accomplish the goals and objectives of the grant.
- ❖ Collaborate with community college FAME Coordinators/Success Coaches, System Office personnel, and other college staff members to develop a plan for expansion/growth of FAME Advanced Manufacturing Technician apprenticeship programs and short-term ALAMAP apprenticeships throughout the ACCS. Implement and manage the plan.
- ❖ Work with the ACCS Director of Career Technical Education, community/technical college instructional deans, the ACCS Workforce Development and CTE program coordinators to develop a plan for the establishment and launch of short-term apprenticeships (ALAMAPs) in all CTE programs that support advanced manufacturing. Implement and manage the plan.
- ❖ Develop and implement a plan to assist colleges in the recruitment of industry sponsors for apprentices.
- ❖ Work with manufacturing associations, workforce development councils, and manufacturing companies across the state to promote and grow apprenticeship in Alabama.
- ❖ Collaborate with the project's college FAME Coordinators and other college and System Office personnel to develop a plan for distribution of scholarships and other student wrap-around supports. Implement and manage the plan.
- ❖ Collaborate with representatives from the out-of-state partner (Manufacturing Institute of the National Association of Manufacturers) to design and carry out a plan to take the project to national scale.
- ❖ Manage the project budget and coordinate with the ACCS Fiscal Division and the Research, Grants, and Development Division to ensure timely funds disbursements to grant partners and payments to project vendors.
- ❖ Work with the ACCS Human Resources Division and/or partner colleges to develop job descriptions and position announcements for various project personnel. Ensure that qualified candidates are recruited and hired when needed in a timely manner.
- ❖ Supervise, evaluate, and mentor assigned personnel.
- ❖ Develop and implement a plan and schedule for the training and continued professional development of the project's FAME coordinators and instructors.
- ❖ Develop and implement a plan and schedule of professional development activities to support the needs of instructional deans and CTE instructors involved in the establishment and launch of short-term ALAMAP apprenticeship programs.
- ❖ Create and deliver presentations on the project, both locally and out-of-state.
- ❖ Participate in activities and events that support the goals of the project (such as National Manufacturing Day events, Dream It – Do It events, etc.).
- ❖ Cooperate with and assist the Grants Coordinator in the office of Research, Grants, and Development in preparing and submitting required periodic progress reports to the grantor.
- ❖ Work with the Alabama Office of Apprenticeship (AOA) to ensure that all ACCS apprenticeship

programs are appropriately state-certified as either registered (DOL-RA) or as industry-recognized (IRAP) and comply with all applicable state/DOL requirements.

- ❖ Participate fully in the preparation for and hosting of grantor site visits and federal audits.

SECONDARY RESPONSIBILITIES

- ❖ Develop a plan for continuation and sustainability for the project beyond the end of the grant period, to include expansion of apprenticeships in other industry sectors.

OTHER RESPONSIBILITIES

- ❖ Represent the System office at meetings of various groups and organizations dealing with assigned areas of responsibilities.
- ❖ Serve on ACCS committees and task forces as needed.
- ❖ Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- ❖ A master's degree from a regionally accredited college or university with 5 years' directly-related experience (project or program management, HR or operations management, educational administration, manufacturing supervision, etc.) or an equivalent combination of education, credentials and experience.
- ❖ Three (3) or more years' supervisory experience.
- ❖ Effective interpersonal, oral, and written communication and problem-solving skills.
- ❖ An understanding of and commitment to the System's mission and the mission of the State's two-year colleges.
- ❖ A collaborative management style that works effectively in a shared governance environment.
- ❖ Competency with personal computers, mobile devices, and standard office software applications, including word processing, spreadsheets, presentation software, and online meeting software.
- ❖ Ability to travel as necessary to conduct and coordinate project activities.

PREFERRED QUALIFICATIONS

- ❖ Experience in managing federal grant-funded projects.
- ❖ 10 years' experience managing projects or programs in a related field (advanced manufacturing, career/technical education (CTE) and/or workforce development).
- ❖ Industry-recognized credential in project/program management

Application Procedure:

Applicants must submit a current résumé, a completed System application form (available online at www.accs.edu), a letter of interest describing qualifications, a list of three professional references with contact information, and a copy of unofficial transcripts indicating degree and date conferred.

Applications will be accepted by mail, hand delivery or email only (charlene.finkelstein@accs.edu).

INCOMPLETE APPLICATION PACKETS WILL BE DISQUALIFIED. DO NOT STAPLE DOCUMENTS.

An application form may be downloaded at www.accs.edu. Complete application packets must be received no later than 3:00 p.m. CST on September 18, 2019. For additional information contact Nikita Payne at 334-293-4603 or nikita.payne@accs.edu or Charlene Finkelstein at 334-293-4628 or charlene.finkelstein@accs.edu.

Please mail applications to:

Alabama Community College System
Human Resources Dept.
Attn: Ms. Charlene Finkelstein
P. O. Box 302130
Montgomery, AL 36130-2130

(Application materials may be delivered in person at 135 S. Union Street).

Salary range is \$77,502 - \$111,379 dependent upon qualifications and experience. This position is located in Montgomery, Alabama.

The Alabama Community College System is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Any offer of employment is contingent upon a satisfactory criminal background investigation. This employer participates in E-Verify.