

LeMoyne-Owen College

Director of the Career Pathways Initiative (CPI)

Classification: Part-time, 12-months, Benefits Eligible, Grant Funded

Job Code: DCPI012019

Posted: 1/25/2019

Closes: Open Until Filled

POSITION OVERVIEW

The Director of the Career Pathways Initiative (CPI) at LeMoyne-Owen College reports directly to the Vice President for Academic and Student Affairs and oversees all facets of the project, under guidance and supervision of the VPASA. Through strategic project management, the Director will be instrumental in helping to advance transformational change at LeMoyne-Owen College through the critical integration of (a) career building opportunities into the undergraduate student experience (b) high-quality co-curricular engagement and (c) curricular enhancement that will lead to improved employment outcomes for graduates. CPI involves a range of activities including curricular review, student internships, expansion of federal work study, industry partnerships, specialty certifications, and faculty development as strategies for a new model of education that connects curriculum to careers.

The Director will be responsible for internal operational structure including policies, procedures, and practices necessary to advance the program through a four-phase process, projected over the next 3 years, encompassing program development and design, initial planning, implementation and grant execution, and program completion and final assessment.

KNOWLEDGE, SKILLS & ABILITIES

- Facilitating communication between UNCF and respective LOC campus contacts;
- Coordinating technical assistance to campus taskforces;
- Ensuring timely execution and implementation of grant activities including project updates, reports, driver diagrams;
- Providing leadership for volunteer chairs of CPI taskforces, plus possibility of a student assistant;
- Periodic travel to UNCF/CPI convenings as necessary;
- Other duties as assigned.

QUALIFICATIONS

- Bachelor's degree required (master's preferred);
- Successful track record of program administration, project development, or grant-funded activities;
- Familiarity with higher education administration, particularly within HBCU and/or PBI institutions preferred;
- A high-degree of self-motivation and initiative, strong communication and relationship-building skills;
- Demonstrated ability to work collaboratively with many stakeholders and constituents of diverse backgrounds and expertise;
- Willingness to embrace ambiguity, solve problems, attention to detail, and professionalism.

ABOUT THE DEPARTMENT

The UNCF Career Pathways Initiative is a program funded by the Lilly Endowment, Inc. with the goal of helping four-year historically Black colleges and universities (HBCUs) and predominantly Black institutions (PBIs) to increase the number of undergraduates who immediately transition to meaningful jobs in their chosen fields.

About LeMoyne-Owen College

LeMoyne-Owen College is a four-year liberal arts college that provides a transformative experience for students of all ages with a goal of preparing them for future professional endeavors. Our students become graduates--and achievers of the future. We are also a launching pad for success--no matter where a student is on their academic journey.

The LeMoyne-Owen College campus is located within the urban heart of Memphis, yielding a rich cultural vibrancy to our institution. We're situated in the heart of the historic Soulsville district, where legendary artists once recorded soul classics at Stax Records. Notably, we are also Memphis' only historically black college.

LeMoyne-Owen College is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer.

HOW TO APPLY:

Review of applications will begin on April 1, 2019 and will continue until the position is filled. To apply for this position, interested candidates must submit the following to jobs@loc.edu: (1) **cover letter** indicating interest in this position (2) an up-to-date **resume or CV** and (3) list of at least three (3) **professional references**.

SOURCE: To facilitate close alignment of this position with the national effort led by UNCF, details for this position description were drawn from the original announcement released by Spelman & Johnson Group found here: <https://www.soace.org/assets/director%20uncf.pdf>.