

Region 7 Workforce Development Special Projects Manager

DUTIES:

The Special Projects Manager is responsible for all phases of planning, administration, and fiscal operations of a new initiative by the Western Indiana Workforce Development Board and Vincennes University Workforce Development Services in Region 7. This responsibility includes those activities funded by the Workforce Innovation & Opportunity Act (WIOA) Performance Support Grant 2107 as coordinated with the Region 7 Workforce Development Board. Duties include, but are not limited to the following:

Plan, implement, control and assess delivery of services for WIOA Performance Support Grant 2107.

This is a **temporary, grant-funded, 12-month position**. There is no guarantee of employment with Vincennes University after the expiration of the grant contract.

Plan, implement, control and assess staffing requirements and any staff development plan.

Plan, implement, control and assess in-house monitoring of assigned program components.

Manage budget for new grant program(s).

Prepare and submit program reports to WIB as requested.

Monitor programs for compliance with terms of grants and contract commitments.

Supervise clerical, operational, and instructional staff of assigned programs.

Represent the program in matters of public policy affecting assigned programs.

Develop and implement public and interagency relations/marketing efforts on behalf of the programs.

Coordinate program activities with Workforce Investment Board staff.

Maintain knowledge of budget, regulate and monitor expenditures for special grant project.

Advise WIB staff in the development and implementation of a program of public awareness relative to the program.

Coordinate the identification and selection of clients for the program.

Conduct/coordinate all personnel action as required by Vincennes University policies.

Perform related assignments as deemed necessary by the Region 7 Director.

Other duties as assigned.

REQUIREMENTS OF JOB:

Associate's Degree in Management, Social Work, Business Administration or closely related academic discipline is required. The individual should have a minimum of three years in employment and training program administration. The individual must demonstrate a knowledge and support of the University and Workforce Development/Community Services mission and philosophy. The individual must possess the ability to work cooperatively with a diverse population (University administration, faculty, staff, and funding sources). Excellent communication skills (written and oral) are required. Position requires a valid driver's license and the ability to travel by both public transportation as well as private transportation including self-transportation.

OTHER:

This position requires heavy administrative experience and skills. The organizational structure consists of management of special programs. Programs are diverse in nature and will require individualized operation techniques and procedures. This position requires extensive travel within Region 7 and the state.

How to Apply

Interested applicants should submit a cover letter, resume, and contact information for three references to Human Resources by email to jobs@vinu.edu or mail to Human Resources, 1002 North First Street, Vincennes, IN 47591.

Applications will be accepted until the position is filled. Interviews may be held concurrently with the advertising period.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Please note the selected candidate may be required to submit to a criminal history background check.

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