POSITION OPENING ANNOUNCEMENT

TYPE: Director of Postsecondary and Workforce Education
Full-Time, 12-month

START: June 2020

LOCATION: Lehigh Career & Technical Institute, 4500 Education Park Drive, Schnecksville, PA 18078

SALARY: Competitive Act 93 Position

RESPONSIBILITIES: Supervises and evaluates all continuing and adult education programs and staff, develops and supervises customized training projects, manages recruitment program for adult students, responsible for financial forms, purchasing requests, tuition invoices, assists in development of federal, state, and local funding proposals, etc.

QUALIFICATIONS:
1. 3-5 years Organizational Technical Training experience
2. Bachelor’s degree and relevant training certifications
3. Understanding of the business/industrial community.
4. Excellent interpersonal and communication skills
5. Ability to exercise initiative, independent judgment, and discretion in performing duties
6. Supervisory experience a plus

Applications are currently being accepted. Additional information available at www.lcti.org under “Work at LCTI”, “Administrative Positions”

DEADLINE: March 6, 2020

All applicants must apply online at https://lcti.applicantportal.com/applicant/login.php

Lehigh Career and Technical Institute
4500 Education Park Drive
Schnecksville, PA 18078

Contact: Gretchen Boyer, Human Resources Manager
Phone: 610-799-1385
email: humanresources@lcti.org

Equal Opportunity Statement
Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI's Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville PA, 18078 or 610-799-1357 or LCTI’s Compliance Officer for personnel at 610-799-1385.