Position: Director, Professional Development and Policy/Federal Liaison

Salary Range: AD-1710-05/06-08, $68,067 - $72,425 Per Annum

Location: Van Ness Campus

Areas of Consideration: District-wide

Responsible to: Interim State Director
State Education Agency
Vice President, Academic Affairs

Announcement Number: 06-37

Date: 04-24-06

Closing Date: 05-12-06

Brief Description of Duties

Coordinates the design and implementation of effective training for sub-grantees related to grant writing and research.

Provides technical assistance and support to sub-grantees on adult education program design, implementation and evaluation, and prepares the state plan.

Works in collaboration with federal and local government agencies to identify new programmatic interest and funding opportunities for sub-grantees.

Recommends the implementation of new and emerging technologies, especially for distance learning and adult education.

Conducts professional development assessments and recommends training programs.

Qualifications Required

Master’s degree or equivalent combination of education and experiences and one year of specialized experience is required. The specialized experience must be equivalent to at least the next lower grade level. Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties to the position.

(see reverse side)

University of the District of Columbia is an equal opportunity employer
All candidates will be considered without regard to race, color, religion, national origin, sex, age, martial status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, place of residence or business.

The Residency Preference Amendment Act of 1988, D.C. Law 7-203, created a system which provides that any applicant for employment in the Career or Educational Services who is a bona fide resident of the District of Columbia may claim a residency preference at the time of application. An applicant selected for appointment based on District residency will be required to submit proof of bona fide District residency. Bona fide District residency must be maintained from the date of appointment to the position for five consecutive years.

This position is not in the collective bargaining unit.

Please submit a UDC Application, cover letter and résumé along with contact information for three (3) references to:

Isabelle McMillian  
University to the District of Columbia  
Office of Human Resources  
Building 38, Suite 301-9  
4200 Connecticut Avenue, N.W.  
Washington, D.C. 20008