

Associate Director of Workforce Development & Solutions *FirstGen Forward*

Position Title: *Associate Director of Workforce Development & Solutions*

About FirstGen Forward

FirstGen Forward aspires to be a transformational partner for higher education, first-generation students, and all who care about them; working to maximize the success of the FirstGen student population in education, career, and life. That success benefits the economic mobility of the students and the missions of the colleges. It produces multigenerational impacts for families. Our country benefits from the experience, determination, and economic potential of FirstGen graduates in the workforce and our communities.

FirstGen Forward staff are employees of NASPA–Student Affairs Administrators in Higher Education, which oversees certain operational aspects of FirstGen Forward.

About NASPA

NASPA is the leading association for the advancement, health, and sustainability of the student affairs profession. We serve the diverse needs of our community, from vice presidents of student affairs to undergraduate student leaders considering a career in the field. Founded in 1919, NASPA includes more than 15,000 members in all 50 states, 29 countries, and 8 U.S. Territories. Guided by the principles of integrity, innovation, inclusion, and inquiry, we are dedicated to empowering our members to realize their full potential and to cultivating student success in collaboration with our institutional members, who represent every sector of higher education. NASPA centers justice, equity, diversity, and inclusion in our work; read more about [our commitment](#) here.

Department

Workforce Development & Solutions is responsible for the development and growth of industry-aligned programs, employer partnerships, and career pathways that connect first-generation students and job seekers to quality employment opportunities.

Reports To: *Director, Workforce Development & Solutions*

Supervises: *N/A.*

About the Position

The Associate Director of Workforce Development and Solutions will serve a critical role in advancing workforce outcomes for first-generation college students, with a particular focus on colleges in Texas. This role supports the development of industry-aligned pathways and strategic employer partnerships. Key responsibilities include supporting a dynamic team in a remote environment; overseeing ongoing projects and managing deadlines using the project management platform Asana; coordinating internal and external meetings and communications related to Workforce Development and Solutions; and fostering relationships with community colleges, workforce development agencies, and corporate partners to create sustainable

employment opportunities for first-generation students. The Associate Director will work closely with community college systems and contribute to the development of scalable workforce solutions that align with institutional and regional workforce goals. This position will also collaborate closely with the FirstGen Forward Network team, other FirstGen Forward staff members, and colleagues across NASPA.

Essential Responsibilities

Project Management & Strategy

- Develop and manage Asana project workflows to track initiatives, milestones, and grant benchmarks, ensuring goals are met efficiently.
- Track project milestones and deliverables to ensure alignment with established timelines and expected outcomes.
- Monitor progress across partner institutions and collaborating businesses, identifying any challenges or areas for improvement.
- Provide regular progress reports to the Director of Workforce Development & Solutions, highlighting key achievements and potential risks.

Program Design & Institutional Support

- Assist with the development and training of academic support resources for stakeholders at partner institutions.
- Supports the organization and development of virtual resources for partner institutions to achieve workforce placement goals.
- Develops and delivers content such as modules, webinars, short courses, and workshops to support model implementation and enhance institutional capacity.
- Assists with all-team projects and participates actively in staff meetings and projects.
- Other activities, duties, and responsibilities as assigned to support the organization.

Stakeholder Collaboration & Partnership Development

- Support the recruitment and onboarding of community college partners across Texas.
- Assist in building and maintaining relationships with community college leadership teams, Texas business leaders, and workforce development organizations.
- Facilitate collaboration among Texas community colleges and FirstGen Forward Network members to share best practices and workforce innovations.
- Coordinate meetings and workshops with institutional leaders, academic coaches, career coaches, and business partners to align workforce strategies and objectives.
- Support the development of partnerships with Texas businesses to expand internship, apprenticeship, and employment opportunities for first-gen students.

Qualifications

- Postsecondary credentials preferred in education, business, workforce development, public administration, or a related field.
- A minimum of one-year professional experience working in a two-year or community college setting is preferred.
- Experience working within community college systems, with a focus on supporting student success and workforce initiatives.

- Knowledge of workforce development and noncredit training programs aligned with employer needs.
- Strong oral and written communication skills.
- Exceptional organizational and project management skills, including program support and stakeholder collaboration.
- Proficiency in utilizing Google Suite, Microsoft Office, Outlook, and online survey platforms, including managing multiple email accounts and video conferencing software.
- Ability to work efficiently and independently in a predominately remote work environment with both internal colleagues and external partners at various levels of leadership.
- Experience in developing content based on curriculum, including creating instructional materials, training modules, and virtual learning resources to support educational and workforce initiatives.
- Strong oral and written communication skills, with experience delivering progress updates to stakeholders, presenting findings, and writing grant reports to support program goals and funding requirements.
- Experience cultivating an inclusive work environment that values the perspectives and lived experiences of a diverse workforce and membership.
- Ability to travel occasionally for meetings with community college leaders and workforce partners.
- Commitment to supporting first-generation students and advancing equitable workforce opportunities.

Employment Status:

Full-time Exempt: Exempt employees by definition are exempt from overtime compensation requirements of the federal Fair Labor Standards Act, and are required to work as the job demands on a no time limit basis.

Salary Range

The salary range for this position is **\$68,000-\$78,000**

NASPA offers nationwide comprehensive medical, dental, and vision insurance, a 401(k) retirement plan with automatic employer contribution, flexible work schedule, and paid time-off, including accrued PTO, family leave, community service leave, and holidays.

Office Location/Working Conditions/Physical Requirements

This remote position may be based anywhere in the contiguous 48 states. It is the employee's responsibility to provide reliable internet capabilities.

Travel

Moderate overnight travel to represent FirstGen Forward at events, on college and university campuses, and in-person meetings is an essential function of this position. Locations vary and can include sites outside of taxi service from major airports. As a result, the position is required to have the ability to travel independently, including air travel, navigating ground transportation, and occasionally driving a rental car.

Physical Requirements

- This position is primarily office-based with primary work on a computer, including phone, email, and video conferencing.
- Responsibilities occasionally may require an adjusted work schedule, overtime, and evening/weekend hours in order to meet deadlines and support events and programs.
- This position will be required to routinely pack and unpack program materials for shipment, which will require pulling, pushing, lifting, and moving boxes weighing up to 50 pounds.
- This position will be required to coordinate on-site event execution, which may include moving furniture and other items, navigating event spaces, and communicating verbally with venue staff.

Additional COVID-19 Information

Vaccination is not a requirement for employment. However, all employees are strongly encouraged to follow the [CDC guidance on vaccination](#), including becoming fully-vaccinated and staying up-to-date as eligible. All employees may flex their schedules for time taken to receive and recover from COVID-19 vaccinations.

In certain circumstances, NASPA therefore FirstGen Forward may require testing for all staff regardless of vaccination status.

[Masks](#) must be worn per local, state, tribal, and federal guidance, including the CDC, with the most stringent level of guidance followed. Regardless of guidance, all employees must have masks available should masking be requested by other employees, members, or external constituents. In certain settings, NASPA and/or FirstGen Forward may require or strongly recommend that employees wear masks.

Commitment to Non-Discrimination Statement

NASPA and therefore FirstGen Forward provides equal employment opportunity for all applicants and employees. NASPA and FirstGen Forward does not discriminate on the basis of race; color, national origin; religion; sex; age; gender identity or expression, affectional or sexual orientation, veteran status, disability, marital status; personal appearance; family responsibilities; genetic information; educational status; political affiliation; unemployment status; place of residence or business; source of income; caste; matriculation; credit information; status as a survivor or family member of a survivor of domestic violence, a sexual offense, or stalking; reproductive health decision making; or any other basis protected by law in any of its policies, employment practices, or in any context in the workplace. When necessary, NASPA and FirstGen Forward also makes reasonable accommodations for employees with disabilities.

To Apply

Interested candidates should submit the following for consideration:

- Letter of Interest/Cover Letter
- Resume
- Three References

A complete set of materials should be [submitted through this Asana form](#). Materials received by **Thursday, May 1st at 11:59AM** Eastern will receive priority consideration, but review will continue until the position is filled.