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<b>Job Title</b>	Educational Manager
<b>PVN ID</b>	CC-2003-003562
<b>Category</b>	Managerial and Professional
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	CUNY Dominican Studies Institute
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 11, 2020 (Or Until Filled)

## General Description

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The CUNY Dominican Studies Institute (CUNY DSI) is seeking to hire an Educational Specialist to manage its existing educational programs distributed in the Archives, Library, and Research Units.

The Institute houses eight (8) educational programs covering the educational pipeline, from elementary and intermediate school to doctoral and professional studies. The Educational Manager will be in charge of creating a single division to encompass the eight programs and to develop a plan for the sustainability of the division.

The candidate will have expertise in teacher's professional development, curriculum development, and in writing education grant proposals.

## Other Duties

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- Manage the CUNY DSI's educational programs.
- Create a single division to group all the existing educational programs.
- Organize activities pertaining to the educational division.
- Develop new educational programs utilizing the resources of the Dominican Archives and Library.
- Develop strategies to diversify the pool of students and teachers that engage in our educational programs.
- Create and execute a plan for ensuring the sustainability and the growth of the educational division.
- Maintain and expand the institute's relationships with other educational programs.
- Collaborate with community initiatives that seek to motivate or inspire students to pursue college as a viable option.
- Create a database pertaining to CUNY DSI educational programs
- Keep a record of daily headcount and report a total number of attendees in educational programs to the Chief Librarian.

- Plan all activities in close consultation with the Chief Librarian and the Archivist
- Perform other related duties as assigned by the Director.
- Help develop a plan to expand and sustain the Dominican Studies Specialty within the Master of Arts in the Studies of the Americas.
- Prepare reports periodically for the various agencies providing funding to CUNY DSI and on the status and projections prospectus of the educational division.

## Qualifications

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### EDUCATION

- Minimum of a M.A. in any field

### SKILLS AND EXPERIENCE

- Excellent writing and communication skills in English.
- Experience in organizational and project management.
- Experience with outreach to schools.
- Manage program development in line with the CUNY DSI's mission and standards.
- Experience in grant writing.
- Ability to build and maintain strong relationships with other institutions and participants.
- Ability to meet deadlines and work well under pressure.