
Job Title	Deputy Director of the NOAA CESSRST Center
PVN ID	CC-2303-005477
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	NOAA CESSRST Center
Status	Full Time
Annual Salary	\$100,000.00 - \$140,000.00
Hour(s) a Week	35
Closing Date	Oct 31, 2023 (Or Until Filled)

General Description

The NOAA EPP/MSI Center to Earth System Sciences and Remote Sensing Technologies at the City College of the City University of New York has an immediate opening for a full time Center Deputy Director to work with the Center Director and provide executive leadership, planning, and organizational management skills to the Center.

National Oceanic and Atmospheric Administration Educational Partnership Program with Minority Serving Institutions (NOAA EPP/MSI) has funded the Cooperative Center for Earth System Sciences and Remote Sensing Technologies (CESSRST); a consortium of six higher education institutions, with City College of the City University of New York as the lead. The consortium also includes University of Maryland Baltimore County, Hampton University, University of Puerto Rico Mayaguez, University of Texas El Paso, and San Diego State University. CESSRST supports the NOAA EPP/MSI and its education goal of developing a diverse future workforce in NOAA mission aligned areas in Science, Technology, Engineering, and Mathematics (STEM). The Center will recruit, train, and graduate post-secondary cohorts of students (Undergraduate, Masters, and Doctorate) in NOAA Mission Science and Engineering areas with a goal of broadening participation among traditionally underrepresented minorities in (STEM) to become a diverse and highly-skilled future workforce in support of NOAA's mission. The Center will leverage partnerships with NOAA in achieving this objective.

Other Duties

The Deputy Director:

- Acts on behalf of the Center Director, as needed
- Leads the day-to-day Center administration
- Leads the Center budget execution
- Coordinates the execution of Center communication products, including internal and external website

content and updates

- Oversees execution of all Center Plans, reporting, and related timelines
- Coordinates planning and logistics for Center Meetings and Seminar Series
- Engages with internal and external stakeholders to promote the Center
- Develop effective communication strategies within the Center, with Institutional partners, and NOAA.

The Deputy Director will manage the Center Administrative staff in the areas of budget, data and IT, and student training/affairs, working with the Center Director. The Deputy Director will work with Center Committees, the Center Distinguished Research Scientist, the Center Education Expert, and the Center External Evaluator on implementing the Center education, training and research plans and ensuring achievement of center objectives and outcomes.

Qualifications

- The Deputy Director must have at least 7 years of management experience, as well as National Oceanic and Atmospheric Administration relevant academic credentials and experience in STEM fields (Minimum of a Master's Degree). Experience working on a grant in a STEM discipline is a plus.
- The Deputy Director must possess planning and organizational management skills for effective and timely accomplishments and communication of Center objectives, reporting, and generation of Center products and outcomes through the Center funding.
- The Deputy Director must have excellent communication and writing skills, and be proficient with using various computer software (e.g., MS Office Suite) and project management software. Experience with database software and/or website design a plus.