

Job Title	Assistant Director, Office of Partnership Programs
PVN ID	HC-1702-001681
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	School of Education
Status	Full Time
Annual Salary	\$60,000.00 - \$73,000.00
Hour(s) a Week	35
Closing Date	May 12, 2017 (Or Until Filled)

General Description

The Hunter College School of Education is seeking an Assistant Director, Office of Partnership Programs to handle a range of project management responsibilities. The Assistant Director will provide direct assistance to students, faculty, partner organizations, and the Director on various activities outlined below.

Other Duties

- Manage day-to-day aspects of several alternative certification teacher and leader preparation programs
- Coordinate and facilitate program activities with external partner organizations through regular formal and informal meetings
- Coordinate with external partner organizations to support recruitment and admissions of participants across several alternative certification teacher and leader preparation programs
- Provide advisement and support to a large number of students enrolled in alternative certification teacher preparation programs
- Manage day-to-day program participant matters, including:
 - Matriculation as Hunter College graduate students
 - Course registration
 - Student advisement
 - Monitoring student progress toward graduation
 - Facilitating teacher and leader certification process
 - Facilitating hiring support
- Coordinate with other Hunter College departments, offices, and faculty to:
 - Plan and schedule courses

- Hire and orient new adjunct faculty
- Manage field supervision process
- Monitor student performance and progress toward graduation
- Schedule and facilitate meetings with faculty
- Manage work of administrative assistants
- Provide general support to Director, including but not limited to:
 - Contributing to efficient operation of Office of Partnership Programs
 - Participating in regular team meetings to establish goals and evaluate student and program progress
 - Maintaining consistent and rigorous standards to ensure program goals and deadlines are met
 - Assisting in preparing and producing proposals, presentations, and other materials and reports in accordance with federal, state, and local reporting requirements
 - Facilitating communication about programs between internal and external stakeholders and constituents, including drafting routine communications and documents
 - Maintaining records and files in accordance with federal, state, and local requirements
 - Contributing to new program design, implementation, and evaluation
- Other duties and special projects as assigned

Qualifications

- Bachelor's degree required, Master's degree in education or related field preferred
- At least five years experience in educational, nonprofit, or higher education institution setting; prior experience in a college or university setting and knowledge of K-12 education or teacher preparation preferred
- Excellent project management skills with exceptional attention to detail
- Strong time management and organization skills with demonstrated ability to manage multiple projects, prioritize activities, work under and meet deadlines, and effectively handle changing priorities
- Ability to work effectively both independently and as part of a team
- Excellent interpersonal skills with demonstrated ability to build and maintain strong relationships with a wide variety of stakeholders and constituents
- Excellent oral and written communication skills
- Excellent computer skills included proficiency in Microsoft Office Suite, and online apps including Google drive