

Job Title	CUNY2x Campus Specialist
PVN ID	HC-1801-002280
Category	Instruction and Social Service
Location	HUNTER COLLEGE
Department	Provost
Status	Full Time
Annual Salary	\$100,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Feb 23, 2018 (Or Until Filled)

General Description

Hunter College, located in the heart of Manhattan, is the largest college in the City University of New York (CUNY). Founded in 1870, it is also one of the oldest public colleges in the country. More than 23,000 students currently attend Hunter, pursuing undergraduate and graduate degrees in more than 170 areas of study. Hunter's student body is as diverse as New York City itself. For more than 140 years, Hunter has provided educational opportunities for women and minorities, and today, students from every walk of life and every corner of the world attend Hunter.

Providing students with outstanding preparation for both employment and future graduate study, Hunter's Computer Science Department expects students to construct creative solutions to challenging problems in a variety of contexts. Our diverse faculty members work closely with students in an open and collegial atmosphere. Our curriculum focuses on hands-on programming skills as well as the mathematics of computer science.

Hunter College seeks a dynamic and organized academic leader to run Hunter College's CUNY 2x Tech initiative—a comprehensive investment in the instruction, advising, and experience that are essential to prepare New Yorkers for 21st century jobs. The CUNY 2x Campus Specialist will oversee the initiative at Hunter College and ensure its successful execution, reporting, and coordination among partners. The position is viable for the duration of the grant. The Campus Specialist reports directly to the Office of the Provost. Responsibilities include but are not limited to:

- Collaborate with the Computer Science Department to ensure successful onboarding and integration of new faculty;
- Support the Practitioner(s) in Residence.
- Contribute to and oversee the develop of an Advising Network;
- Create a system of program data collection and analyses;
- Working with the Program Manager and other partners, build the Technology Talent Pipeline internship

program at Hunter;

- Support the Pre-Business Advising Coordinator in development and delivery of industry-led career workshops and co-curricular activities;
- Collaborating with the Provost's Office, devise systems to support sustainability of new initiatives;
- Working with partners, develop, support, and coordinate a communications plan;
- Coordinate and verify completion of all reporting requirements;
- Provide regular reports on project progress to the Provost's Office, and comply with partner requests for information.

Other Duties

Qualifications

The successful candidate will demonstrate ability to work effectively with multiple units across the campus and the ability to partner with the leadership and faculty in the Computer Science department. Superior communication and organizational skills are essential.

Bachelor's Degree Required.

A preferred candidate should have:

- A Master's degree in tech-related field;
- 5 or more years of administrative or planning experience, preferably in Higher Education or a tech-related field;
- Superior organizational and planning skills;
- Demonstrated leadership ability;
- Familiarity with budgeting and related software tools;
- Excellent written and oral communication skills and strong attention to details;
- Proficiency in using software programs/applications, including Microsoft Office Suite.