
Job Title	Director of Program Management
PVN ID	HC-2207-004939
Category	Administrative Services
Location	HUNTER COLLEGE
Department	Center for Puerto Rican Studies
Status	Full Time
Annual Salary	\$90,000.00 - \$125,000.00
Hour(s) a Week	35
Closing Date	Oct 31, 2022 (Or Until Filled)

General Description

About us

CENTRO, The Center for Puerto Rican Studies at Hunter College, is the largest university-based research institute, library, and archive dedicated to the Puerto Rican experience in the United States. We provide support to students, scholars, artists, and members of the community at large across and beyond New York. <https://centropr.hunter.cuny.edu/>

About the Position

CENTRO is currently undergoing a historic leadership change and gearing up for its 50th anniversary with the implementation of a new strategic plan, hybrid workflows, and a more inclusive vision. The Director of Program Management would be key to the implementation of these new directions.

A key function of this role is project management and requires a highly resourceful individual with strong emotional intelligence, self-motivation, and organizational skills. This role engages across the functions of the organization, and a successful Director of Program Management will be able to strike a balance between strategy, process, and execution.

Essential Duties and Responsibilities

- Work side-by-side with the Executive Director to identify and focus on critical priorities.
- Ensure that the leadership team operates efficiently and effectively and that the Executive Director's time is being spent in ways that advance Centro's mission and strategic goals.
- Oversee staff meetings, manage staff development, and supervise project management across Centro as a whole to ensure that the leadership team works effectively and strategically.
- Work closely with the Leadership team on budget planning, and long-range goal planning.
- Work closely with the Executive Director and Operations Director to ensure day-to-day operations flow smoothly and with our Tech lead to ensure effective digital workflows are implemented and adopted.
- Develop strategies and practices that optimize talent resources and HR administration; oversee

timekeeping systems, audit timesheets, document procedures in clear and concise guides that anyone on the team can follow, and ensure adherence to all employee policies across Centro.

- Partner with the Executive Director to set and drive the vision for the culture of CENTRO; operate as a culture leader who models our core values; Support the Executive Director on high priority or special projects, as needed.

Other Duties

Qualifications

Necessary Competencies and Qualities

- Systems and process-thinker; must love bringing order to chaos.
- Impeccable attention to detail, strong judgment, and superior problem-solving capabilities.
- Ability to work effectively with diverse groups of people in a constructive and responsive manner and to mediate effectively among various personalities.
- Demonstrated commitment to diversity and social justice.
- Embraces opportunities to further the growth and development of others by building their capacity and skills; provide ongoing coaching and feedback to ensure peak team and individual performance.
- Comfortable with ambiguity - demonstrates flexibility and agility in complex and dynamic environments
- Exhibits maturity, composure and sensitivity when managing multiple stakeholder groups across organizational hierarchy

Basic Qualifications

- Bachelor's degree
- 8+ years of relevant professional experience
- Exceptional written and oral communication skills, ability to be a quick thinker and writer
- Strong relationship management skills and ability to lead and inspire
- Demonstrated ability to be flexible, self-directed, and driven; sound judgment and discretion; ability to work independently under pressure and in a fast-paced environment, and to juggle multiple tasks and priorities.
- Excellent organizational skills, including attention to detail and the ability to manage time effectively, track and follow up on various tasks and multi-task
- Excellent communication skills in English and some level of familiarity with Spanish.
- Familiarity with Microsoft Office Suite, Google suites; Asana, Slack, and interest in learning new digital tools and platforms.