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<b>Job Title</b>	Assistant Director
<b>PVN ID</b>	HC-2309-005850
<b>Category</b>	Managerial and Professional
<b>Location</b>	HUNTER COLLEGE
<b>Department</b>	School of Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$82,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 01, 2023 (Or Until Filled)

## General Description

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Founded in 1870 as New York City's first teacher-preparation school, the Hunter School of Education continues its deep commitment to advancing our understanding and practice of education in an urban context and to engaging our students as they prepare to enter increasingly complex and diverse communities as professionals in education. Through research, teaching and community engagement, SOE faculty, staff and students make significant contributions to improving the lives of youth, families, and the community.

The Office of Partnership Programs manages the alternative certification, subsidized, and non-traditional programs within the Hunter College School of Education and supports students in these programs. Working in partnership with a variety of local and national organizations, we offer programs in a wide range of teacher certification areas and school leadership certification for both novice and experienced teachers. Our programs offer participants the opportunity to gain hands-on experience in schools while enrolled in graduate coursework at Hunter College with many providing subsidized tuition.

The Office of Partnership Programs is seeking an Assistant Director, responsible for the successful implementation of all aspects of a portfolio of teacher and/or leader preparation programs. They must have strong program management skills with the ability to skillfully balance big picture priorities with operational details. The Assistant Director must be equally skilled in advising students, collaborating with faculty, and building strong relationships with our external partners. The Assistant Director serves as a leader in the office, and must be able to innovate and nimbly adapt to a changing portfolio of programs in accordance with our partners' needs.

## Other Duties

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- Manage day-to-day aspects of several alternative certification and advanced certificate program 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/or leader preparation programs
- Provide advisement and support to a large number of students enrolled in alternative certification and/or advanced certificate teacher and leader preparation programs
- Manage day-to-day program participant matters, including:
  - Matriculation and orientation as Hunter College graduate students
  - Course registration
  - Student advisement
  - Facilitating program information sessions
  - Facilitating student cohort meetings
  - 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
  - Schedule and facilitate meetings with faculty
- Establish goals and evaluate student and program progress
- Maintain consistent and rigorous standards to ensure program goals and deadlines are met
- Collaborate with other team members to support all aspects of Office of Partnership Program's interdependent work including yearly goal-setting and participation in weekly team meetings
- 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

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- 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
- Excellent Excel and data analysis skills