

<b>Job Title</b>	Director of Special Projects
<b>PVN ID</b>	LA-2505-006838
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	President's Office
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$135,000.00 - \$150,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 13, 2025 (Or Until Filled)

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## General Description

Reporting to the President, the Director of Special Projects manages high-priority projects for the President, Senior Vice President of Administration and Finance, and other members of the college's leadership team. These initiatives address a range of institutional needs, including student support and success, operational efficiency, campus improvements, enhancements to degree and non-degree programs, community partnerships, and improving the student experience. Examples include Climb Together (a social capital training program for students), the launch of an Office for Immigrant Student Success, the CUNY Climate Assembly, solutions for housing-insecure students, a research project in collaboration with the Burning Glass Institute, and more.

### LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York. LaGuardia offers more than sixty associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.

## Other Duties

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- Manage important projects and initiatives for the President, Senior Vice President of Administration and Finance, and other members of the college's leadership team
  - Perform planning, budgeting, execution, oversight, assessment, and reporting to meet project objectives
  - Provide support for the president and his colleagues with sensitivity, diplomacy, tact, and flexibility
  - Support the campus implementation of CUNY-wide initiatives, systems, and platforms, such as LMS and CUNYwork
  - Review processes and operations with the aim of improving efficiency, effectiveness, and ROI
  - Collaborate as needed with LaGuardia vice presidents, deans, directors, faculty, staff, and students, as well as with CUNY Central Office administrators, employers, community partners, donors, and other supporters of the college
  - Maintain confidentiality of sensitive/privileged information
  - Other duties as assigned

## Qualifications

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- Master's Degree in a related field and at least 4 years of relevant experience
- Proven success forming and leading project teams
- Ability to excel in a collaborative environment with diverse constituencies
- Project Management experience
- Excellent verbal and written communication skills
- Strong research, analysis, and reporting skills and experience
- Excellent organizational skills
- Ability to successfully manage diverse projects simultaneously
- Self-starter/Ability to work independently
- Knowledge of common software applications and tech platforms
- Experience in large, complex, public-sector organizations
- Experience in higher education institutions