

<b>Job Title</b>	Director, Organizational Development
<b>PVN ID</b>	VA-1510-000786
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of the Senior University Dean for
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$85,000.00 - \$95,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 09, 2016 (Or Until Filled)

## General Description

Reporting to: University Dean for Continuing Education and Workforce Development

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy programs, service learning, early childhood professional development, collaborative programs with the New York City public schools, workforce development and continuing education, as well as programs such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP), CUNY Start and the Early College Initiative (ECI).

### Purpose

The Office of the Senior University Dean for Academic Affairs is looking for a Director of Organizational Development to establish, maintain and enhance the unit's employee and learning and development (L&D) practices, which include, but are not limited to, employee and leadership development, diversity and inclusion, performance management, employee engagement (i.e., recognition and retention) strategies, staff recruitment, employee onboarding and off-boarding activities and other Human Resources responsibilities (e.g., employee relations, exit interviews).

### Duties and Responsibilities

- Work with leadership (e.g., university deans, unit and program directors) and other key staff to identify the core capabilities and develop strategies, programs, and policies that build the capability of staff across all levels of the unit
- Develop and deliver a L&D approach that integrates both existing and newly created curricula and tools to meet unit-wide needs
- Collaborate with leadership to develop, support and advance the implementation of the unit's diversity and

inclusion strategy, including policies, programs, communications, and action plans

- In partnership with leadership, oversee the creation of an effective leadership development and staff retention and advancement framework, as well as associated process and tools
- Oversee the staff evaluation and performance management process, which includes articulating and driving the performance management strategy, developing training materials, and providing consultation to staff and leadership to ensure they understand and consistently carry out the performance management process
- Partner with leadership to plan, coordinate and manage the unit's annual professional development day, provided to over 300 staff members

## Other Duties

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- Develop processes and tools that foster and enhance staff engagement and productivity, including but not limited to: conducting unit-wide surveys and assessments, examining organizational structures and systems, and using findings to develop and recommend action plans that support the unit's strategic goals
- Develop and deliver the new hire on-boarding and engagement process in partnership with program directors.
- Partner with leadership to promote a culture and build systems that support collaboration and the integration of knowledge and resources across programs
- Act as internal consultant to program leadership and directors to facilitate team building; solve problems; facilitate organizational development projects; resolve work group conflict, etc.
- Assist with the development of a comprehensive unit-wide website dedicated to sharing organizational knowledge and supporting L & D
- Build and maintain relationships with external subject matter experts and best practices/trends, to build new L & D programs and associated curriculum
- Monitor and regularly evaluate the quality and effectiveness of L & D programs
- Other duties as assigned

## Qualifications

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- Master's degree in Industrial-Organizational Psychology, Organization Development, Human Resources or other related field
- 6-8 years of experience in Organizational Development, Talent Acquisition/Management, Learning, or Human Resources Management
- Prior experience with organizational design, change management for programs and working with change management methodologies and tools
- Excellent interpersonal skills with demonstrated ability to develop effective consultative relationships with management
- Prior experience with establishing effective hiring/onboarding/training systems and processes
- Project manager who can work independently as well as lead a team towards a common objective/task
- Ability to think strategically and develop programs and plans to achieve organizational goals
- Ability to communicate effectively with people at all levels from staff to senior leaders

- Ability to work in a fast-paced dynamic environment and travel to multiple sites throughout NYC
- Excellent writing skills
- Proficiency in Microsoft Word, Excel, and PowerPoint
- Experience working in a higher education environment is preferred