
Job Title	Deputy Director
PVN ID	VA-1601-000982
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Education, Training and Opportunity Prog
Status	Full Time
Annual Salary	\$85,000.00 - \$95,000.00
Hour(s) a Week	35
Closing Date	Apr 18, 2016 (Or Until Filled)

General Description

Education, Training and Opportunity Programs (ETOP), a unit within the Office of the Senior University Dean for Academic Affairs in the CUNY Central Office, is focused on serving low-income students, particularly those collecting public welfare benefits. CUNY has a 20 year relationship with the City's Human Resources Administration (HRA) to support public assistance recipients to attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. Collectively each year, the programs serve 4,800 students across 19 campuses.

The unit is currently in the midst of a strategic planning process to revamp our core programming to support students on public assistance enrolled at CUNY. The new program model balances academic advising and personal supports with workforce preparation, leadership development and community engagement while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with work opportunities, personal development and academic excellence.

ETOP also oversees the CUNY Fatherhood Academy, a three-campus initiative providing young fathers ages 18-24 with academic preparation for the high school equivalency (HSE) exam and/or enrollment in college, internships and workforce preparation services and parenting and personal development workshops.

Reporting to the University Director, the Deputy Director is a newly created, senior leadership position in a growing unit with significant opportunities for diverse work. Potential new work in the unit may include additional pre-college preparation and access programs and college completion programs for special populations.

Other Duties

- Support the University Director to manage program expansion and strategic planning to further develop program offerings;

- Develop, implement and monitor a comprehensive academic student support services plan, including the development of tools to effectively implement program elements, (forms, reporting templates, assessment tools, etc.);
- Support campuses in day-to-day operations of programs, including onboarding of new campus-based staff and managing inter-campus communications and collaborations;
- Maintain and expand relationships and collaborations with CUNY campus departments, programs, and leadership;
- Supervise the development and maintenance of reports and statistical data on students' academic achievement and program participation for both program management and evaluation purposes; analyze program data to assist campus administrators in modifying program operations; assist in the development and coordination of the unit's overall research and evaluation strategy;
- Explore new funding opportunities to support existing and new work;
- Identify and implement new strategies to infuse technology into program operations including student support, cross-campus and cross-program collaborations, and social media;
- Develop and coordinate marketing strategies including logos, branding, websites, and other social media presence;
- Facilitate regular meetings with both Central Office and campus staff;
- May manage professional and/or clerical staff;
- May act on behalf of University Director in his/her absence;
- Perform related duties as assigned.

Qualifications

- Master's degree and at least five years' relevant experience required; or Bachelor's degree and at least eight years' relevant experience required;
- Five (5) years of progressively responsible program administration and planning experience, preferably an educational, social service program serving low-income students;
- Excellent writing, presentation and group facilitation skills;
- Experience managing multi-site projects and ability to work with multiple stakeholders in a flexible and strategic manner; knowledge of CUNY preferred;
- Commitment to promoting college access and success in post-secondary education;
- Can work independently as well as collaboratively with stakeholders and diverse populations in a fast-paced, time-sensitive environment;
- Proactive, creative, and able to develop innovative approaches and exercise sound judgment; can meet deadlines and adapt quickly to changing situations and priorities;
- Proficiency with Microsoft Word, PowerPoint, Excel, Outlook, Access, and web-based systems;
- Available for occasional evenings and weekends, and able to travel to multiple college campuses located in the five boroughs of New York City preferred.

How to Apply: Applicants must submit a cover letter and resume for consideration. Your application is not complete without the required documentation. Please make sure all attachments have your first and last name before submission.