

Job Title	Director“ Adult Learner Initiative
PVN ID	VA-1708-002034
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs “ Office of C
Status	Full Time
Annual Salary	\$75,000.00 - \$90,000.00
Hour(s) a Week	35
Closing Date	Dec 19, 2023 (Or Until Filled)

General Description

Overview:

Office of Continuing Education and Workforce Development is seeking an organized and self-motivated individual with a deep understanding of effective system change work, excellent project management skills, and the ability to develop trusting relationships with a variety of high-level stakeholders. Reporting to a senior leader in the continuing education and workforce programs department, and exercising significant independent judgment, the successful candidate will implement plans to achieve the goals and objectives of CUNY’s adult learner initiative. There are 800,000 New Yorkers with some college credits but no degrees. CUNY’s ambitious goal is to have 20,000 of these individuals enroll in CUNY by 2020, with a graduation rate of at least 50% for this population.

Essential duties:

- Collaborates with a diverse set of stakeholders—faculty, staff, government agencies, unions, employers—to create consensus on CUNY’s policies, processes, and programs for adult learners;
- Develops policies, processes, and programs to support the enrollment and graduation of adult learners at CUNY;

Other Duties

- Researches, drafts, and formats reports of considerable complexity using innovative techniques and formats;
- Develops governance structures for committees with multiple stakeholders;
- Leads committees comprised of high-ranking city officials, college staff, and industry experts;
- Oversees relevant project management activities;

- Facilitates meetings;
- Builds trusting relationships with key stakeholders;
- Oversees budgets of related activities;
- Directs staff projects and reviews and edits reports drafted by staff;
- Collects and analyzes quantitative and qualitative information of varying complexity;
- Responds to requests and inquiries in a timely and thorough manner to a variety of constituencies;
- Participates in professional development activities;
- Performs other duties, as needed.

Qualifications

CORE COMPETENCIES:

- Ability to work effectively with staff, associates, and internal and external constituents;
- Ability to communicating effectively with diverse constituencies;
- Ability to apply creative and state-of-the-art solutions to assignments;
- Ability to respond calmly to complex and urgent issues;
- Ability to work independently and as a team member;
- Ability to develop and manage effective tracking and monitoring systems.
- Ability to recruit, hire, train, direct, monitor, evaluate, and reward competent staff;
- A do-it-yourself approach to learning new skills and domains of expertise.

QUALIFICATIONS:

- Master's Degree in a related field from an accredited institution and three (3) years administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for budgeting, expenditures, human resources, and/or procurement, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area; OR
- A Bachelor's Degree in a related field from an accredited institution. And four (4) years related administrative, progressively responsible experience, of which at least one (1) year entailed working with state or local government processes for budgeting, expenditures, human resources, and/or procurement, preferably in a social service or non-profit organization, and at least one (1) year supervising the work of others in a related area; OR
- Associates Degree in a related field from an accredited institution and six (6) years related administrative, progressively responsible experience of which at least two (2) years entailed working with state or local government processes for budgeting, expenditures, human resources, procurement, and /or publishing, preferably in a social service or non-profit organization, and at least two (2) years supervising the work of others in a related area; AND

- Possession of the core competencies determined to be required at the time of hire; AND
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.