
Job Title	Leadership Development Manager
PVN ID	VA-1710-002126
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Dec 09, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY) Office of K-16 Initiatives seeks to hire a Leadership Development Manager. CUNY K-16 Initiatives work with NYC public schools to increase students' college access and success, facilitating their transition to post-secondary education and careers. The Leadership development manager will work closely with two CUNY K-16 Initiative programs—CUNY Explorers and the PERC (Peer Enabled Restructured Classroom) program to support the development and implementation of a student leadership pipeline for high school and college age students.

The manager will work collaboratively with the Campus Engagement Program team and the PERC Program team. The manager will report to both the Director of Campus Engagement and the Associate Director of PERC:

Other Duties

For CUNY Explorers:

- Design a leadership/ professional development training program for Explorers Visit Guides and help train staff to implement the workshops;
- Assist with management of the training series for the visit guides, from assessment through implementation to evaluation;
- Assist with the design and facilitation of program staff trainings, orientations, and monthly meetings.

For PERC:

- Lead the design and implementation of the teaching assistant scholars (TAS) pipeline;
- Coordinate annual TAS conference;
- Develop and maintain partnerships with necessary stakeholders, organizations, and programs of interest;
- Track and manage program data related to TAS pipeline experiences

General K-16 job duties:

- Participate as a team member to plan, reflect upon, and adjust program structure and strategy in a process of continuous improvement;
- Engage and with other program staff in the K-16 unit around unit-wide PD vision and strategies;
- Liaise with key staff at the NYCDOE and CUNY campuses to support program management;
- Conduct administrative tasks connected to supporting the programs.

Qualifications

- Bachelors' Degree and at least five years of experience in K-12 and/or higher education or a related non-profit field;
- Excellent communication and facilitation skills, experience with program coordination, curriculum development and/or instructional design;
- Knowledge of education policy issues, especially those related to college & career readiness and a deep understanding of access and equity issues;
- Ability to think strategically, problem-solve, and develop programs and plans to achieve organizational goals;
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment;
- Ability to travel to multiple sites throughout NYC.

Interested applicants should submit a resume and cover letter detailing interest and relevant experience.