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| Job Title | Founding Director - Adult Learners Initiative |
| PVN ID | VA-1711-002186 |
| Category | Instruction and Social Service |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | Continuing Education & Workforce Program |
| Status | Full Time |
| Annual Salary | \$80,000.00 - \$90,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Dec 19, 2023 (Or Until Filled) |

General Description

About Adult Learners: There are 800,000 New Yorkers with some college credits but no degree. The obstacles that stand in the way of these students completing their degrees are many, but they are not insurmountable. Helping these adults to complete their degrees is in everybody's interest. CUNY has set an ambitious goal to enroll 20,000 of these individuals by 2020 with a 50% graduation rate. This high-profile initiative is at the core of CUNY's commitment to prepare adults for today's labor landscape.

The Opportunity: The Office of Continuing Education and Workforce Programs (CEWP) is seeking a talented, goal-oriented individual with strong leadership skills to launch our Adult Learners Initiative. The Founding Director will collaborate and develop trusting relationships with a wide range of stakeholders including faculty, staff, government agencies, unions, and employers. This position calls for a dynamic leader capable of forging consensus among diverse constituents as well as driving the initiative through exercising independent judgment.

Essential Duties:

- Develop and implement policies, processes, and programs that support the enrollment and graduation of adult learners at CUNY
- Kick off the "Comeback Campaign" encouraging adult learners to complete their degrees

Other Duties

- Research, draft, and format reports using innovative techniques and formats;
- Develop governance structures and manage 3-4 committees and working groups comprised for 30-40

- members such as high-ranking city officials, college staff, and industry experts;
- Oversees project management activities;
- Facilitates meetings;
- Builds trusting relationships;
- Oversees budgets of related activities;
- Directs staff projects and reports;
- 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:

Ideal candidates will have the ability to:

- work effectively with staff, associates, and internal and external constituents;
- communicate effectively;
- apply creative and state-of-the-art solutions to assignments;
- respond calmly to complex and urgent issues;
- work independently and as a team member;
- develop and manage effective tracking and monitoring systems;
- recruit, hire, train, direct, mentor, evaluate, and reward competent staff;
- accomplish learning new skills and domains of expertise on their own.

Qualifications:

- Bachelor's Degree in a related field required – Master's Degree preferred;
- Three to six (3-6) years administrative, progressively responsible experience;
- At least one (1) year working with state or local government processes, preferably in a non-profit or social service organization;
- At least one (1) year experience in a supervisory role in a related area;
- Possession of core competencies determined to be required at the time of hire.

Benefits/Perks:

- Health insurance
- Retirement savings options
- Commuter benefits
- Generous paid time off
- Supportive team atmosphere
- Numerous opportunities for professional development and education
- Large organization with substantial room for growth

All CUNY Research Foundation employees are required to comply with all organizational policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.

To be considered, applicants must submit an up-to-date resume and cover letter IN A SINGLE PDF.