

Job Title	Senior Advisor to University Dean
PVN ID	VA-1712-002245
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education and Workforce Progr
Status	Full Time
Annual Salary	\$110,000.00 - \$125,000.00
Hour(s) a Week	35
Closing Date	Feb 13, 2018 (Or Until Filled)

General Description

Office of Career Pathways and Adult Learners is seeking a highly organized, detailed oriented, senior leader to work directly with the University Dean in the capacity of senior advisor and deputy. Key responsibilities of the Senior Advisor will be to ensure the smooth operations of the unit, including the implementation of the new initiatives associated with the Career Success and Adult Learner projects. The Senior Advisor will work closely with the University Dean to manage budgets, HR, technology implementation, data and performance management, employer engagement, and funder relationships. Together with the Dean and the senior directors of the unit, the Senior Advisor will be a key member of the unit's Leadership Team. The Senior Advisor will be an 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. The Senior Advisor will be a creative thinker with experience in evaluation, program design, and program management.

The Senior Advisor will exercise significant independent judgment and will represent the unit in external meetings. A successful candidate will be a part of a team that will be responsible to implement plans to achieve the goals and objectives of the Chancellor's Strategic Framework pillar of Career Success. Over the next three years, the programming that the unit is responsible for will help to connect hundreds of employers to CUNY students and graduates, re-enroll over 20,000 adults back into the college system for degree completion, while helping tens of thousands of degree students obtain the needed career development and job placement to achieve economic mobility.

Other Duties

- Work closely with University Dean to manage key initiatives to ensure goals are met in a timely manner on internal and external unit projects
- Manage communications in the unit, with internal and external partners, and with other key stakeholders
- Manage implementation and project plans to assure timely delivery of initiatives to college, funder,

employer, and institutional partners

- Work collaboratively with partner units in Academic and Student affairs including but not limited to Research, Evaluation, and Program Support (REPS), Office of Research and Assessment (OIRA), Student Affairs/Career Services, and College partners
- Manage and develop data and performance dashboards to track progress on meeting strategic and operational goals

Qualifications

- Bachelors' Degree required and Master's/professional degree highly preferred
- At least ten years of experience in public, private and/or nonprofit sector roles with progressively increasing levels of responsibility
- Experience in developing and implementing strategic plans in complex environments
- Experience in change management initiatives including organizational design, new program development and strategic growth
- Excellent communication and facilitation skills, experience with employer engagement, fundraising, data management, and project management
- 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.