

Job Title	Assistant Director, Learning & Development
PVN ID	VA-1905-003088
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Nov 22, 2019 (Or Until Filled)

General Description

MISSION

We build innovative educational and career development programs that strengthen and advance The City University of New York's commitment to promoting equity and mobility for its students.

GENERAL DESCRIPTION

The City University of New York (CUNY) is the nation's leading urban public university serving more than 540,000 students in matriculated degree, certificate and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs oversees a wide range of programs and initiatives at the University, including adult literacy programs, service learning, early childhood professional development, collaborative programs with the New York City public schools, workforce development and continuing education, as well as programs such as the CUNY Language Immersion Program (CLIP), Accelerated Study in Associates Program (ASAP), CUNY Start, and the Early College Initiative (ECI).

The Office of the Senior University Dean for Academic Affairs (SUD) seeks an Assistant Director, Learning & Development for the Employee Resources & Staff Development unit. The ideal candidate will use a blend of creativity and data-driven decision-making to lead efforts that support our staff professional development and diversity & inclusion initiatives. This individual will take a lead role in the design, implementation, and assessment of training initiatives that support our employee's growth, awareness and understanding of diversity, equity and inclusion concepts. This position will work closely with internal and external stakeholders at all levels across the SUD unit to create initiatives, deliver training and programs designed to foster a culture of belonging, inclusion, and engagement for everyone.

Reporting to the Director of Employee Resources, the Assistant Director will be responsible for the following

functions, but not limited to:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Learning & Development & Facilitation

- In collaboration with the Director of Employee Resources and other key stakeholders, identify and develop strategies, processes, and procedures that contribute to building the skills and knowledge of staff across all levels of the unit.
- In collaboration with committee members, lead and support the development of various D&I initiatives.
- Recommend and procure external vendors to develop and deliver training on various diversity, equity & inclusion concepts, including but not limited to cultural competency, intercultural communications and other D&I key concepts.
- Collaborate with program and unit leaders to identify performance gaps and leverage use of the LMS system to recommend blended learning solutions to meet diverse learning needs.
- Design and deliver new hire on-boarding and engagement activities that positively influence diversity and inclusion outcomes.
- Facilitate management training on the basic use of the LMS functionalities such as reporting, development of learning paths, training assignments, etc.
- Collaborate with the Director of Employee Resources to design, plan, and deliver the unit's annual All Staff Day for over 300 staff members as well as other staff related events.

Leadership & Communication & Culture

- Work closely with key stakeholders and programs leaders to build partnerships and initiatives that strengthen an inclusive workplace environment.
- Serve as chair/co-chair to provide leadership guidance and support to staff-led groups and committees.
- In collaboration with Director, plan and conduct bi-monthly committee meetings, works with members to identify needs and share best practices regarding professional/leadership development and organizational culture.
- Develop organizational communication plans and provide updates through various platforms to ensure employees have knowledge of future training courses, workshops and other related resources.
- Embed diversity and inclusion best practices in program development to build inclusive leaders.

Data Management & Administrative support

- Monitor and regularly evaluate the quality and effectiveness of training programs through feedback and evaluation following training to continuously improve learning effectiveness.
- Work with other units to gather, research and analyze data for use in reporting in the area of D&I.
- Schedule and coordinate training, securing locations, catering, resources, equipment, and materials as needed.
- Develop and document processes to establish consistent use of our LMS system.
- Serve as a co-lead administrator to our new learning management system (LMS), including managing all aspects of system administration, i.e., configuring learning paths, report building, trouble-shoots technical issues, manage employee information for entire SUD unit using systems and spreadsheets.

Other Duties

- Keep current on diversity programs and developments by maintaining contact with others in the field (e.g., professional association, educational groups, and professional development efforts).
- Research and recommend new approaches, systems, and procedures to continuously improve efficiency of the Unit's services offered
- Attend meetings and other training events as assigned
- Other duties as assigned

Qualifications

- Bachelor's Degree in organizational development, psychology, sociology, adult education, human resources management, public policy or equivalent combination of education and experience.
- Minimum of six (6) years of progressively responsible experience in developing solutions and implementing strategies with a focus on diversity & inclusion, organizational development, staff development and other related fields is required.
- At least five (5) years of experience facilitating small to large group presentation or training.
- Advanced knowledge and application of diversity and inclusion concepts and practices. These include but are not limited to unconscious bias, dimensions of diversity, gender, generational diversity, race and intersectionality.
- Demonstrated knowledge of adult learning styles, participative training design, group dynamics, interactive learning methods, and quality improvement processes.
- Proven track record of successful training implementation driven by actionable and data driven results.
- Strong facilitation skills, motivational, high energy and engagement presence with the ability to keep a large audience captivated.
- Demonstrated ability to communicate, negotiate, influence and build consensus to support decisions.
- Strong interpersonal skills, leadership, relationship-building, and collaborative skills with the ability to work with diverse groups and stakeholders across the unit.
- Detail-oriented with excellent analytical and problem-solving skills.
- Proven ability to work independently, take ideas from concept to execution with minimal supervision.
- Ability to adapt presentations to suit a particular audience and elicit appropriate involvement while navigating through crucial conversations around diversity, equity and inclusion.
- Ability to positively deal with changes that affect job requirements; adapt to shifting priorities in response to the needs of internal and external stakeholders.
- Intermediate to advanced experience in Microsoft Office Suite (Excel, Word, Visio, PowerPoint) and Outlook.
- Strong project management practices and organizational skills.
- Handles confidential information with the highest degree of professionalism.
- Ability to follow a flexible work schedule outside of regular hours during staff events and trainings.
- Passionate, hard-working individual excited to help build our unit, committed to leading and creating an

equitable and inclusive work environment.

Preferred Qualifications

- Experience working in a higher education environment, preferred but not required
- 7-10 years of experience delivering trainings in a social service environment, preferred but not required
- Comfortable with the role of change agent in a complex work environment
- Subject matter expert in equity, diversity and inclusion concepts is desired

Physical Demands and Environment Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time
- Ability to travel to other sites within New York City and follow a flexible work schedule outside of regular hours during all events

Salary

Commensurate with experience and education

How to Apply:

Candidates will provide a resume and cover letter specifying qualifications and experience relevant to this position. Please include your first and last name on all attachments. Applications without a cover letter will not be considered.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.