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<b>Job Title</b>	Break Through Tech Director
<b>PVN ID</b>	VA-2103-003896
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Develop
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$100,000.00 - \$110,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 02, 2021 (Or Until Filled)

## General Description

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The CUNY Office of Continuing Education and Workforce Programs (CEWP) is dedicated to the mission of connecting academic pursuits with career competitiveness. CEWP works closely with industry to understand the skills required for the most in-demand jobs and trains City University of New York (CUNY) students in those skills to prepare them for early and sustained career success. CEWP's spectrum of programs, including Break Through Tech, are designed to give students an advantage in the job market and help students advance in their careers after securing a job.

Break Through Tech — launched in 2016 with Cornell Tech, CUNY, and industry partners — works at the intersection of academia and industry to propel more women into higher education and careers in tech. Through curriculum innovation, career access and community building, our goal is to achieve gender equality in tech.

## Other Duties

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Reporting to the Senior Director for Continuing Education and Workforce Programs (CEWP), the Break Through Tech Director is responsible for the overall strategy, growth, execution, and evaluation of Break Through Tech's CUNY-wide programming in New York. The primary responsibilities of this role are to oversee the initiative's operational functions like budgeting, communications, partnerships, and reporting, in addition to developing, growing, overseeing, and evaluating Break Through Tech's programs. This includes establishing and managing ongoing relationships with various stakeholders, including staff and faculty at CUNY; employers and volunteers; students; external partners; communications staff; and the Break Through Tech national team.

Additional responsibilities include but are not limited to strategic planning; establishing program goals; scoping program curriculum and structure; promoting programs to employer, faculty, and student audiences; overseeing student enrollment and program completion; partnering with facilitators and other service providers; and evaluating and reporting on outcomes. Performs other duties as assigned. This role will be supported by a

## Qualifications

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### Minimum Qualifications

- Bachelor's Degree with five (5) to ten (10) years of relevant experience, or equivalent combination of education and experience, working in either an academic or corporate setting and leading workforce development, business development, or student services programs.
- Knowledge of education policy, tech sector, and/or college and career readiness best practices, with a deep understanding of access and equity and the ability to navigate complex work environments.
- Strong organizational skills and significant experience in program execution with the ability to set priorities and coordinate ongoing activities in parallel, manage competing demands, and provide timely responses to urgent issues.
- Extensive supervisory experience of direct and indirect reports.
- Strong communication, facilitation, and relationship building skills. Ability to work effectively with a diverse set of stakeholders, including employers, faculty, employers, and external partners alike.
- A problem-solving and diplomatic orientation with a proven ability to work in a team context, as well as the ability to be effective when working independently.
- Demonstrated computer skills and experience with standard desktop tools.
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.
- Flexibility to work some evening hours and occasional weekends.

### Preferred Qualifications

- Master's Degree in education, business, public policy, or a related field.
- Experience working in the tech sector or computer science related credentials.
- Work experience in either higher education or a technology organization focused on identifying and developing talent, training programs, or recruitment services.

### Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. The location of the position in the near future will operate in a professional office environment. Laptop and other equipment will be provided to support working remotely.

### EEO

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, 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.