
Job Title	Director, CUNY Futures in Finance
PVN ID	VA-2108-004177
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$100,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Jan 14, 2022 (Or Until Filled)

General Description

Mission / Overview

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 the CUNY Futures in Finance initiative, are designed to give students an advantage in the job market and help students advance in their careers after securing a job.

The CUNY Futures in Finance initiative (launching in 2021) and its founding partners, Centerbridge Partners, Bloomberg L.P., and Goldman Sachs, aims to build CUNY's capacity for career success, prepare and connect CUNY students and graduates to careers in financial services and the investment industry, and expand CUNY's employer partnerships to increase access, job placements and advance social and economic mobility

Other Duties

The Director, CUNY Futures in Finance, is a new role that will benefit from a creative and strategic thinker committed to economic and social mobility. This is an exciting opportunity to build a strategic initiative that could establish best practices for industry engagement within the higher education space and would ideally be replicated/scaled across the system, both within CUNY and across the sector.

The Director will be responsible for the overall strategy, growth, execution, and evaluation of the initiative at CUNY. 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 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 CUNY Futures in Finance teams.

Key Performance Indicators include increasing internship participation rates and the rate of students placed in jobs in the financial sector above a living wage at scale at three (3) CUNY colleges.

Additional responsibilities include but are not limited to strategic planning; establishing program goals; scoping program activities 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.

The Director will develop strong working relationships with campus-based teams and will need to leverage technology and travel to locations across NYC (as COVID protocols allow) to accomplish this. Attendance at staff meetings and trainings as required. Flexibility to work some evening hours and occasional weekends.

Qualifications

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 recruiting efforts.
- Strong organizational skills and significant experience in project and program management 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.
- Experience managing data and reporting with the goal of telling the story of the work to multiple stakeholders.
- 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.

Preferred Qualifications

- Master's Degree in finance, business, public policy, or a related field.
- Experience working in the finance/ investment sector or related credentials.
- Work experience in either higher education or a relevant corporate setting, focused on identifying and developing talent, training programs, or recruitment services.
- Knowledge of education policy, the financial 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

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.