



Job Title	University Assistant Dean
PVN ID	VA-2201-004492
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY K-16 Initiatives
Status	Full Time
Annual Salary	\$110,000.00 - \$125,000.00
Hour(s) a Week	35
Closing Date	Mar 28, 2022 (Or Until Filled)

General Description

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

GENERAL DESCRIPTION

The City University of New York's Office of K-16 Initiatives (CUNY K-16 Initiatives) seeks a University Assistant Dean to provide strategic oversight and leadership to CUNY's efforts to help NYC public school students make a successful transition to college, careers and life beyond.

CUNY K-16 Initiatives was established in 2016 as the home for a group of new and existing programs that create innovative pathways for young New Yorkers to envision and achieve success. In 2018-19, these programs served more than 100,000 students from more than 600 schools throughout the city. While the programs address a diverse set of needs, they all aim to improve success rates and ease the transition from K-12 schools to college and careers.

The University Assistant Dean for CUNY K-16 Initiatives provides leadership and support to a range of programs that aim to improve the college readiness, high school-to-college transition, and academic success of young people in New York City. Reporting to the Dean for K-16 Initiatives, the Deputy Director oversees a broad portfolio of programs that support student success in college. K-16 programs represent strong partnerships with the New York City Department of Education, and engage public school students at a variety of ages and skill levels.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reporting to the University Dean for K-16 Initiatives, the University Assistant Dean responsibilities are as follows:

- Oversight and management of an assigned portfolio of programs within K-16 Initiatives, including budgeting, strategy and planning and staff supervision.
- Lead, coach, support and develop the managers of the specified K-16 programs and other staff as assigned by the University Dean.
- In collaboration with the University Dean and leadership cabinet, establish and support goals, strategies and processes for the long-term success of CUNY K-16 Initiatives.
- Engage internal and external stakeholders, including CUNY campus and Central Office leaders, NYCDOE officials, community partners, and others to ensure that the programs within the Office of K-16 Initiatives have needed resources and support.
- Write strategic memos, policy recommendations and reports for internal and external audiences in regard to activities and accomplishments in CUNY K-16 Initiatives.
- Ensure programmatic excellence by monitoring and evaluating student achievement, staff performance, financial resource management, and enrollment/participation patterns across all programs.
- Serve as a member of the Senior Leadership Team for the Office of K-16 Initiatives and a member of Senior Staff in the Office of Academic Affairs.

Other Duties

- Other duties as assigned.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

- A demonstrated knowledge and expertise of issues related to college readiness, transition and success, particularly for low-income and minority young people
- Supervisory experience working with educational program administrators and instructors
- Knowledge, professional stature, and demonstrated ability to work effectively with university administrators and faculty, and leaders in the non-profit and private sectors
- Ability to work independently and collaboratively in fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities
- Strong budget management ability, proficiency with quantitative analysis
- Excellent writing and interpersonal skills

Minimum Qualifications

- Master's degree and eight years' related experience required
- Demonstrated leadership ability and excellent written, oral, and interpersonal communication skills
- Demonstrated administrative and supervisory experience with record of increasing responsibility working in an educational or social service capacity with diverse student populations

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.

How to Apply

Position open until filled. Please submit resume and cover letter.