

Job Title	Associate Direct, CUNY Alumni Activation Program
PVN ID	VA-2204-004712
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Full Time
Annual Salary	\$85,000.00 - \$95,000.00
Hour(s) a Week	35
Closing Date	Jun 07, 2022 (Or Until Filled)

General Description

Mission

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 CUNY students in those skills to prepare them for early and sustained career success. CEWP's spectrum of programs are designed to give students an advantage in the job market and help students advance in their careers after securing a job.

The CUNY Alumni Activation Initiative will leverage the expansive and untapped/unutilized CUNY alumni network and relationships with companies that employ large-numbers of CUNY graduates to improve post-graduation outcomes for students. This new initiative will build a deployment infrastructure with the power to improve student career outcomes through professional networking, career exploration, teaching, and mentoring. By work across CEWP and other CUNY Central Office units, the Associate Director of the CUNY Alumni Activation Initiative will support the integration of alumni into career building programs.

Other Duties

Alumni Activation Program Associate Director Duties:

- Launch and lead a robust Alumni Activation Initiative pilot partnering with CEWP divisions and programs
- Analyze internal data, external research, and best practice studies to make informed, strategic recommendations for the program
- In partnership with the Communications Manager, deate, plan, and execute all content, logistics, and communications with alumni and employers
- Cultivate and manage a portfolio of alumni/ae mentors
- Co-develop and ensure the accurate reporting of alumni/ae engagement KPI

- Develop partnerships across the CUNY system with college Alumni Offices, Career Service Offices and CUNY Central Office departments for successful program implementation
- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

Qualifications

Required Qualifications:

- Three (3) years relevant professional experience
- Entrepreneurial mindset with a track record of launching/implementing new initiatives
- Excellent interpersonal, written, and verbal communication skills
- Ability to work closely and effectively with a variety of constituencies including, but not limited to alumni/ae, university administrators, current students, and employers
- Ability to adhere to the university's COVID-19 policies and requirements

Preferred qualifications:

- 2 or more years' professional experience in an alumni/ae relations role
- Experience recruiting, supporting, deploying, and tracking professional volunteers

Note: This role will be offered with an initial term through December 2022 with the option to extend pending available funding.

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.