

Job Title	Associate Director, Community Partnerships
PVN ID	VA-2204-004733
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY K16 Initiatives
Status	Full Time
Annual Salary	\$79,000.00 - \$89,000.00
Hour(s) a Week	35
Closing Date	Jun 20, 2022 (Or Until Filled)

General Description

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.

The City University of New York's Office of K-16 Initiatives seeks an Associate Director to provide strategic oversight and leadership to the Network for College Success. The Network for College Success coordinates student support by harnessing the collective efforts of youth-serving organizations and CUNY college advisors, counselors, and student success professionals. This role is integral to cultivating relationships across CUNY campuses and community-based organizations, facilitating knowledge sharing, a professional learning community, and an exchange of timely, undergraduate student-level data.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Reporting to the Assistant Dean, the Associate Director's responsibilities include, but are not limited to:

Strategic Planning and Leadership

- Oversee and manage a professional learning community for CUNY campus and partner organization staff to effectively engage, cultivate, and provide opportunities for knowledge-sharing
- Envision, create and execute timely events for 100+ attendees (virtually and in-person)
- Collaborate, advocate and disseminate university policy information to stakeholders
- Coordinate and oversee the data strategy for college access and success in student-level data sharing between community-based organizations, CUNY campuses, and CUNY Central Office

Program Management

- Oversee program budget and write grant proposals and reports
- Oversee the collection and dissemination of student data
- Execute and scale new data projects with CUNY Registrar and CUNY Research Evaluation and Program

Support (REPs); creating protocols and mechanisms to share data on student progress and performance with partners on an ongoing basis

- Ensure broad dissemination and creation of easily digestible resources for partners
- Lead and support program staff in developing and executing all aspects of programming, protocols, and practices; ensuring an eye towards incorporating anti-racism into all program areas

Partnership

- Oversee and maintain strong relationships with 90+ community-based, school, and partner organizations across New York City
- Build and maintain relationships with stakeholders at CUNY campuses, opportunity and support programs, and other identified campus departments and offices
- Collaborate closely with other K-16 programs, CUNY Admissions, and CUNY Research Evaluation and Program Support (REPs) to coordinate program events for the Network

Other Duties

- Attend staff meetings and training as required
- Perform special projects and other duties as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree required; Master's degree preferred
- 6+ years of relevant experience
- Experience in program management, non-profit, higher education, or philanthropic organizations
- Demonstrated knowledge and expertise of issues related to college access, transition, and success, particularly for young people from groups underrepresented in higher education
- Proven strategic thinking, project planning, and management skills that combine thinking about big ideas with attention to detail
- Strong organizational skills with the ability to manage multiple projects and meet deadlines
- Experience working collaboratively and cooperatively with a diverse community of staff, partners, and external constituents
- Strong written and verbal communication skills and a high level of creative problem solving
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient
- Team player with a cooperative approach to colleagues
- Agility and endurance in managing within a large and complex organization

Physical Demands and Environment Requirements

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in the office and 30% remote (3 days) during every two-week payroll cycle. A laptop may be provided if needed to support working remotely.

As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in the primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

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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. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.