

Job Title	Director, Continuing Education & Career Programs
PVN ID	VA-2209-005059
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Careers & Industry Partnership
Status	Full Time
Annual Salary	\$100,000.00 - \$115,000.00
Hour(s) a Week	35
Closing Date	Dec 31, 2023 (Or Until Filled)

General Description

MISSION

The City University of New York's Office of Careers and Industry Partnerships (OCIP) is dedicated to the mission of connecting academic pursuits with career competitiveness. OCIP 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.

GENERAL DESCRIPTION

CUNY Office of Careers and Industry Partnership is seeking an experienced professional to oversee the development and growth, as director, for Continuing Education and Career Programs for the Continuing Education & Equity (CEE) unit of OCIP. The Director of Continuing Education and Career Programs will work to enhance the growth and visibility of the adult and continuing education programs and the Upskilling Program as well as work with outside partners to train their respective workforce. The Director will set strategy and will work closely with the other directors within OCIP to achieve goals to engage and develop campus' upskilling program capabilities in micro credentials and stackable micro credentials.

Other Duties

Leadership & Development – 50%

- Directly work with the ACE community to execute the strategic and/or complex learning initiatives and programs coming through OCIP.
- Responsible for day-to-day inception, planning, development, and oversight programs and initiatives involving the ACE community.
- Facilitates an ACE working group for the sharing of best practices and lessons learned from upskilling

training programs.

- Work with ACE leaders to analyze on program effectiveness in order to move to scale throughout ACE schools.
- Directs one or more full-time professional staff in program implementation and operations.
- Recruits, directs, motivates, and develops staff, maximizing their individual contribution, their professional growth, and their ability to function effectively with their colleagues as a team.
- Analyzes internal data, external research, and best practice studies to make informed, strategic recommendations for the implementation of training that is employer focused and/or for credit.
- Manage data collection and analysis of effectiveness and outcomes of programs to inform expansion and enhancement of programs.

Communication & Partnerships – 40%

- Develop relationships with business partners, subject matter experts and government agencies in high growth industries to ensure that learning programs are building strategically important capabilities for the broad population of New Yorkers.
- Work with those business partners, governmental agencies and companies to serves as their primary liaison for the training and hiring of their workforce.
- Ensures that campus partners are complying with the implementation and operation of the university-wide continuing education registration system. for continuing education equipped to support and champion upskilling programs; monitors quality of program implementation and administration as executed by campus partners.
- Serves as an internal consultant to and advises college partners to implement strategic partnerships and initiatives.
- Liaises with one or more vendors, or third-party partners delivering technology learning and career services' solutions, ensuring quality selection, service, and delivery.

Other – 10%

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

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 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.
- 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

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time. Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies.
- Ability to travel to other CUNY sites as needed.

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 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.

EEO

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.