

<b>Job Title</b>	Director, Tech Equity
<b>PVN ID</b>	VA-2209-005077
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Office of Careers & Industry Partnership
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$100,000.00 - \$115,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 02, 2023 (Or Until Filled)

## General Description

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.

CUNY Office of Careers and Industry Partnership is seeking an experienced professional to oversee the development and growth, as director, for Tech Equity for the Continuing Education & Equity (CEE) unit of OCIP. The Director of Tech Equity will work to enhance the growth and visibility of women and underrepresented groups in technology, specifically computer science majors, and for careers in technology. Through curriculum innovation, career access and community building in conjunction with campuses, the goal is to achieve equality in technology.

## Other Duties

Reporting to the Senior Director for Continuing Education and Equity, the Tech Equity Director is responsible for the overall strategy, growth, implementation and execution of the development of technology education, internships and career planning for women and underrepresented groups. The director is responsible for working directly with campus academic departments to imbed the tech equity model.

The director will work closely with the campuses to assist with establishing and managing ongoing relationships with various stakeholders, including staff and faculty at the campuses; employers and volunteers; students; external partners; communications staff; and the OCIP team.

The director will also be responsible for working with the campuses on budgeting, communications, partnerships, and reporting. This includes establishing and managing ongoing relationships with various stakeholders, including staff and faculty; employers and volunteers; students; external partners;

communications staff; and the OCIP team.

## Qualifications

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### 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.
- Experience working with faculty and staff.
- 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.
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.
- 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.