
Job Title	Deputy Director
PVN ID	VA-2210-005160
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY EDGE
Status	Full Time
Annual Salary	\$95,000.00 - \$100,000.00
Hour(s) a Week	35
Closing Date	Mar 24, 2023 (Or Until Filled)

General Description

CUNY EDGE is the latest initiative to support public assistance recipients enrolled in college during a twenty-year partnership between the City University of New York (CUNY) and the New York City Human Resources Administration (HRA). Launched in 2016, CUNY EDGE supports public assistance recipients to attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. The program model balances academic advising and personal supports with career development and community engagement while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with work opportunities, personal development, and academic excellence. CUNY EDGE is led by a Central Office team who supports over 70 staff who work in CUNY EDGE programs at 20 CUNY colleges, serving over 4,000 students annually. For more information about CUNY EDGE, visit cuny.edu/cunyedge.

Housed within the Office of Academic Affairs in the CUNY Central Office, CUNY EDGE is seeking a motivated self-starter with significant management experience to serve as Deputy Director. Reporting to the University Director, the Deputy Director will serve on the CUNY EDGE leadership team, provide direct technical assistance and support a portfolio of approximately nine colleges, spearhead the program's partnership with HRA, and oversee data collection and reporting. The Deputy will also support the Director in strategic planning efforts and overall program administration, especially budget and contract management. The Deputy Director will manage a team of at least two staff including the Manager of Database Administration and Tech Initiatives and a Program Associate.

Duties/Responsibilities

- Provide leadership to support the overall success of CUNY EDGE
- Support colleges in day-to-day operations of programs, including onboarding of new campus-based staff and managing inter-campus communications and collaborations;
- Lead partnership with HRA including
 - Spearheading implementation of new or modified agency policy and procedures for CUNY EDGE
 - Coaching and supporting Program Associate serving as liaison between colleges and HRA to resolve student case issues
 - Coordinating training and resources for CUNY EDGE staff on HRA policies and procedures
- Oversee data collection and reporting including
 - Coaching and supporting the Manager of Database Administration and Tech Initiatives
 - Coordinating with external developers and other sub-contractors
 - Collaborating with the CUNY Office of Applied Research, Evaluation and Data Analytics
- Maintain and expand relationships and collaborations with CUNY campus departments, programs, and leadership;
- Support management of \$10+ million budget and subcontract agreements;
- Facilitate regular meetings with both Central Office and campus staff;
- May act on behalf of University Director in their absence;
- Attend staff meetings and trainings as required.
- Perform related duties as assigned.

Other Duties

Qualifications

- Bachelor's degree and at least eight years' relevant experience required, at least five (5) years demonstrating progressively responsible program administration and planning experience, preferably in an educational, or social service program serving low-income students;
- Masters preferred;
- Strong people management, coaching, and professional development skills;
- Excellent writing, presentation and group facilitation skills;
- Experience managing multi-site projects and ability to work with multiple stakeholders in a flexible and strategic manner; knowledge of CUNY and/or public assistance programs preferred;
- Commitment to promoting college access and success in post-secondary education;
- Can work independently as well as collaboratively with stakeholders and diverse populations in a fast-paced, time-sensitive environment;
- Strong organizational skills with ability to manage multiple projects and meet deadlines
- Ability to use data and research findings for program development, reporting, and evaluation purposes
- Strong budget and contract management skills
- Proactive, creative, and able to develop innovative approaches and exercise sound judgment; can work under deadlines and adapt quickly to changing situations and priorities; comfortable with ambiguity
- Proficiency with Microsoft 365, databases, and web-based systems;
- Available for occasional evenings and able to travel to multiple college campuses located in the five

boroughs of New York City preferred.

This position is currently hybrid, working 70% in-person (7days) and 30% remote (3 days) during every two-week payroll cycle. The office is located at 555 West 57th Street, New York, NY. While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 30 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 campus locations as needed.

How to Apply: Applicants must submit a cover letter and resume for consideration. Your application is not complete without the required documentation. Please make sure all attachments have your first and last name before submission.

EEO Info

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, 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.