

|                       |   |
|-----------------------|---|
| <b>Job Title</b>      | Director - Continuing Education & Career Programs |
| <b>PVN ID</b>         | VA-2305-005637                                    |
| <b>Category</b>       | Instruction and Social Service                    |
| <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>   | Jul 28, 2023 (Or Until Filled)                    |

## General Description

### MISSION/OVERVIEW

The City University of New York is the nation's largest urban public university, a transformative engine of social mobility that is a critical component of the lifeblood of New York City. Founded in 1847 as the nation's first free public institution of higher education, CUNY today has 25 colleges spread across New York City's five boroughs, serving 243,000 degree-seeking students and 153,000 non-degree-seeking students of all ages, awarding 55,000 degrees each year. More than 80 percent of the University's graduates stay in New York, contributing to all aspects of the city's economic, civic and cultural life and diversifying the city's workforce in every sector. The University's historic mission continues to this day: provide a public first-rate education to all students, regardless of means or background.

### GENERAL DESCRIPTION

The City University of New York's Office of Careers and Industry Partnerships (OCIP) is dedicated to the mission of ensuring that more CUNY students can connect more quickly to careers of their choosing – including by fortifying the role of Adult and Continuing Education (ACE) as a pathway to jobs and further credentials. To this end, OCIP works closely with industry to understand the skills and credentials required for the most in-demand jobs and supports CUNY campuses in developing and delivering educational solutions that prepare students for sustained career success.

OCIP is seeking an experienced professional to oversee the development and growth of Continuing Education & Career Programs within the Continuing Education & Equity (CEE) unit of OCIP. The Director of CECP will support the growth and visibility of CUNY's adult and continuing education offerings, using the unique vantage point of the System Office to create clear connections between non-degree offerings and job opportunities/further credentials within in-demand fields. This includes shepherding and evolving CUNY-wide initiatives – including but not limited to CUNY Upskilling – and developing new areas of work, such as enterprise or incumbent worker trainings with employer clients. The Director will set strategy and will work closely with stakeholders across and beyond CUNY to realize CUNY's goal of confirming ACE departments'

critical role as an economic engine for the region.

## Other Duties

---

- *ACE Policy / Initiative Oversight for CUNY*
  - Develop and set strategy to realize CUNY's goal of confirming ACE departments' critical role as an economic engine for the region
  - Directly work with the CUNY ACE community to execute strategic and complex learning initiatives serving thousands of students across multiple campuses
  - Analyze internal data, external research, and studies of best practices to make informed, strategic recommendations for the implementation of training that is employer-focused and/or for credit
  - Serve as an internal consultant to other CUNY offices and advises college partners on the implementation of strategic partnerships and initiatives
- *Program Development*
  - Lead inception, planning, development, and oversight of policy and programmatic initiatives aimed at expanding pathways to (and through) careers in partnership with the CUNY ACE community – includes but is not limited to initiatives featuring stackable credentials in in-demand fields and employer-based training for incumbent workers
  - In partnership with campuses and OCIP's Talent, Innovation, and Industry Partnership team, 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
  - Ensure 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
  - Facilitate an ACE working group for the sharing of best practices and lessons learned from upskilling training programs
  - Work with ACE leaders to analyze program effectiveness in order to move to scale throughout ACE schools
  - Manage data collection and analysis of effectiveness and outcomes of ACE initiatives to inform expansion and enhancement of programs
  - Liaises with one or more vendors, or third-party partners delivering learning and career services' solutions, ensuring quality selection, service, and delivery.
- *Team Management*
  - Directs one or more full-time professional staff.
  - 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.
  - Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## Qualifications

---

## **Minimum Qualifications**

- Five (5) to ten (10) years of relevant experience working in either an academic or corporate setting and leading workforce development, business development, alternative credentials, or student services programs.
- Knowledge of education policy, workforce training, 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 project management 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 with faculty and campus staff
- Experience working in the tech sector or computer science related credentials
- Work experience in either higher education or an 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.