

<b>Job Title</b>	Senior Policy Advisor - Career & Academic Integration
<b>PVN ID</b>	VA-2312-006023
<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>	\$115,000.00 - \$125,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 12, 2024 (Or Until Filled)

## General Description

### Mission

The City University of New York (CUNY) is the nation's largest urban public university and serves 235,000 degree-seeking students and 150,000 non-degree students across 25 campuses. 77% are students of color. CUNY's core mandate is to provide a high-quality, affordable education to all New Yorkers. CUNY is a springboard of economic mobility. 50% of students hail from households earning less than \$30,000. In recent decades, CUNY has lifted more individuals from the lowest economic quintile to the highest economic quintile than the Ivy League, Stanford, Carnegie Mellon, and MIT combined. Furthermore, 1 out of every 73 undergraduate/graduate students in America is a CUNY student, making our students' success a driver of national outcomes.

The CUNY Office of Careers & Industry Partnerships (OCIP) reports to the Chancellor and the University Provost and is tasked with ensuring that 1) more CUNY students can launch and advance in careers of their choosing more quickly, and 2) more organizations can grow equitably thanks to CUNY talent, expertise, and assets. Guided by CUNY's seven-year strategic plan, *CUNY Lifting NY*, OCIP develops and implements partnerships, investments, and policies that are designed to increase the career success of degree and non-degree students alike. Among the top priorities mentioned in the strategic plan is the alignment and integration of career aspirations into academic programming. Currently, only 25 percent of CUNY students visit a career services office. Only 10% of students participate in a paid internship. Yet, 100% of students interact with their professors. Though 94% of CUNY faculty respondents said that they see preparing students for careers as part of their job, the majority lack the tools and training to do so. More must be done to integrate careers into the place where students inherently find themselves – the classroom and degree pathways.

### General Description:

CUNY is seeking a Senior Policy Advisor for Career & Academic Integration to lead the university's efforts to integrate career aspirations into academic programs across CUNY. This work includes, but is not limited to, leading the development and execution of CUNY's new *Careers Across the Disciplines* initiative, which was conceived of by faculty and announced publicly in the Chancellor's State of the University Address in

September 2023. This initiative works to ensure that students across every degree path can 1) identify and explore careers aligned with their interests *early* in their academic pathway, 2) understand what it takes to successfully pursue those careers, 3) acquire the necessary technical and professional skills needed to secure them, and 4) demonstrate skills through applied learning in the form of paid work-based learning that is embedded within a degree path. The Senior Policy Advisor will report to the University Associate Provost for Careers & Industry Partnerships.

## Other Duties

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- Lead CUNY's efforts to integrate career aspirations and connections into degree/non-degree pathways
- Oversee the successful implementation of the *Careers Across the Disciplines* initiative, including investments currently under development across the four active workstreams
- Partner successfully with other key internal stakeholders (faculty, campus leadership and staff, Office of Transformation, and Office of Academic Affairs leaders) as well as external partners (employers, policymakers, and philanthropic partners) to design and scale successful interventions
- Build consistent methods for tracking participation and monitoring impact of interventions consistent with CUNY's strategic plan and Office of Careers & Industry Partnerships goals/platforms/processes
- Identify, scope, and guide the deployment of tech tools and platforms that will compliment the goals of the *Careers Across the Disciplines* initiative
- Manage up to five vendors, potential of program staff management as program grows
- Other duties as assigned

## Qualifications

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### Required Qualifications:

- Demonstrated experience working in academia, including as, or in direct contact with, faculty
- An entrepreneurial spirit that delights in the opportunity to innovate on existing practices
- A track record of working with many different constituents to synthesize strengths and together achieve a common goal
- Comfort and fluency with data collection, analysis, and representation of key trends for decisionmakers
- Excellent interpersonal, written, and verbal communication skills
- Ability to work a hybrid schedule, 70% in-person in OCIP's Manhattan offices
- Proficiency in excel and other Microsoft Office Suite applications

### Preferred Qualifications:

- 7 or more years of related professional experience in an academic environment
- Personal or deep knowledge of curriculum development and experience, practices, incentives, and barriers facing faculty
- Demonstrated commitment to the career success of students as shown by previous experience working directly or indirectly to promote the preparation of graduates for career attainment and advancement
- Previous experience working with employers to ensure alignment of programming with industry needs
- Ability to think beyond current systems and constraints to establish new solutions

- Commitment to CUNY's mission and focus on boosting post-graduate student outcomes

Physical Requirements:

- This position is 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.