

<b>Job Title</b>	Director, Academic and Career Integration
<b>PVN ID</b>	VA-2411-006591
<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>	\$110,000.00 - \$110,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 06, 2024 (Or Until Filled)

## General Description

Guided by CUNY's seven-year strategic plan, CUNY Lifting NY, the CUNY Office of Careers & Industry Partnerships (OCIP) develops and implements partnerships, investments, strategies, 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, and 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.

CUNY is seeking a Director to manage and improve the university's efforts to integrate career aspirations into academic programs across CUNY. Reporting to the Senior Advisor for Academic and Career Integration, this individual will work with a team within OCIP as well as partners across CUNY's 19 undergraduate colleges to ensure that students across every degree path can:

- Identify and explore careers aligned with their interests early in their academic pathway;
- Understand what it takes to successfully pursue those careers;
- Acquire the necessary technical and professional skills needed to secure them;
- Demonstrate proficiency through applied learning; and
- Connect to first jobs or be promoted through proactive employer engagement.

## Duties and Responsibilities

The Director of Academic and Career Integration is a newly created role. This position will be a combination of:

### Program Leadership

- Leading multiple complex project workstreams and ensuring on-time completion of deliverables. This will include managing timelines, budgets, workflow, and partners. Examples of projects may include (but are

not limited to): career-infused degree maps; career exploration and exposure experiences; and prior learning assessments.

- Gathering input from various stakeholders to create new processes, procedures, and policies and identifying tools to implement them.
- Identifying and recommending creative solutions to ensure projects are on track and driving toward meaningful impact.
- Facilitating and leading small and large group meetings, trainings, and presentations for diverse stakeholders.
- Centering diversity, equity, inclusion and belonging at all stages of projects design and execution.
- Working with stakeholders to measure results of projects, initiatives, interventions, and strategies.
- Analyzing data to inform work.
- Developing budgets, monitoring spending, and realigning budgets according to program needs.
- Supervise and coach reporting staff to ensure productivity and goal alignment.

### **Strategy Development**

- Contributing to the development of frameworks, models, and solutions related to the integration of academics and career preparation.
- Identifying lessons and challenges and using that information to inform strategies at scale.
- Creating and testing messages to reach numerous audiences.
- Developing operational and impact plans for future work based on learnings.

### **Collaboration and Relationship Development**

- Working with stakeholders throughout CUNY to identify problems and create efficient, effective solutions.
- Soliciting feedback and using that information to modify plans, processes, and programs.
- Proactively building relationships and trust with internal and external stakeholders.
- Understanding the challenges facing leaders and systems.
- Communicating with different types of partners with deep attention to audience.
- Providing guidance, technical assistance, feedback, and strategic support to partners.

## **Other Duties**

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- Lead and support special projects.
- Other duties as assigned.

## **Qualifications**

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### **Minimum Qualifications**

- At least 7 years of education, work experience, or a combination of both.
- Multiple years of experience leading large, high-profile projects or multiple workstreams within several projects simultaneously. Ability to organize priorities and set and meet deadlines.
- Experience managing staff members and program budgets.
- Outstanding ability to listen, interpret, and incorporate ideas from many different audiences.

- Outstanding interpersonal and communication skills with different types of stakeholders including organizational leadership.
- Ability to toggle between extreme detail orientation and big picture thinking.
- Experience analyzing data and using it for decision making.
- Ability to work autonomously and collaboratively.
- Demonstrated computer skills, especially in Microsoft Office, Airtable, and data display tools.
- Excellent communication skills shown through clear, structured and concise written and verbal presentation.
- Strong commitment to diversity, equity, and inclusion.
- Commitment to continuous improvement.

### **Preferred Qualifications**

- Knowledge of and experience in post-secondary education preferred but not a requirement.
- Experience with learning management systems, academic operations applications, and/or advisement management applications a plus.

### **Physical Requirements**

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. Laptop may be provided if needed to support working remotely.
- Ability to travel to multiple sites throughout NYC.
- 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.

### **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. CUNY is an EEO/AA Employer.