Job Title	Assistant Director - Academic & Career Integration
PVN ID	VA-2412-006619
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Careers & Industry Partnership
Status	Full Time
Annual Salary	$85,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Feb 27, 2025 (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 nondegree 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 an Assistant Director to support and enhance the University's efforts to integrate career aspirations into academic programs across CUNY. Reporting to the Director 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:

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

4) Demonstrate proficiency through applied learning

5) Connect to first jobs or be promoted through proactive employer engagement

Duties and Responsibilities

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

Project Management

- Managing numerous complex and interconnected workstreams and ensuring on-time task completion. Examples of project may include (but are not limited to): career exploration events, orientations, and courses; prior learning assessments; student advisement; and career-informed student services
- Contributing to the development of plans and execution of initiatives
- Supporting the Director on designing processes, procedures, policies, and resources
- Analyzing and documenting best practices and suggesting ways to share learnings
- Designing, organizing, implementing, and improving projects both as a lead and support
- Centering diversity, equity, inclusion and belonging at all stages of projects design and execution
- Supporting financial management if needed

Project Management Data Collection and Monitoring

- Collaborating closely with teams to ensure that data are collected, clean, and consistent
- Creating tools and processes to monitor progress to goals
- Assisting in the development of data dashboards
- Analyzing data to inform work
- Organizing qualitative data collection processes

Collaboration and Relationship Development

- Working with stakeholders throughout CUNY to identify problems and create efficient, effective solutions
- Supporting communities of practice
- Serving as a liaison between the Central Office and 19 undergraduate colleges
- Organizing and supporting workshops, meetings, and events that will develop strategies, exchange information, and improve program quality
- Soliciting feedback and using that information to modify plans, processes, and programs
- Proactively building relationships and trust with internal and external stakeholders
- Providing guidance, technical assistance, feedback, and strategic support to partners

Other Duties

- Leading and supporting special projects and other duties as assigned
- Supervisory responsibilities are possible in the future

Qualifications

Minimum Qualifications

- At least 6 years of education, work experience, or a combination of both
- At least 2 years of experience in project management
- Multiple years of experience working on large, high-profile, system-wide projects or managing multiple workstreams within several projects simultaneously

- Excellent organizational and detail orientation skills
- Superb ability to manage workload, fulfill responsibilities, and meet deadlines
- Outstanding analytical skills
- Experience in data organization, analysis, and use
- Fluency with Microsoft Office, Airtable, and data display tools
- Ability to build rapport with diverse groups including students, faculty, leaders, staff, and external stakeholders
- Strong commitment to collaboration, group decision making, and fully contributing to a team
- Impeccable communication skills
- Strong commitment to diversity, equity, and inclusion

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

This is a grant-funded position until December 31, 2026 with the possibility of extension.