

Job Title	Communications and Operations Coordinator
PVN ID	VP-2208-004996
Category	Administrative Services
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST
Department	Office of the University Dean for Education
Status	Full Time
Annual Salary	\$50,000.00
Hour(s) a Week	35
Closing Date	Oct 03, 2022 (Or Until Filled)

General Description

CUNY's Office of the University Dean for Education, within CUNY's Central Office of Academic Affairs, is looking for a Communications and Operations manager to support teams working on Teacher Education initiatives involving 16 CUNY campuses and partners such as the NYC Department of Education (DOE) that focus on addressing systemic inequities in K-12 education. The manager will be responsive to the needs of internal and external stakeholders as they coordinate and systemize multi-step processes involved in delivering programming to faculty and current and prospective CUNY students. They will consider how their work might support the larger goals of the initiatives they support by learning more about the programs and their participants. This grant-funded role will support contracts in place through June 30, 2024.

The Manager will assume responsibility for communications and operations processes critical to the smooth functioning of Teacher Education initiatives. This will include:

- Coordinate communications with faculty, students, and candidates about relevant programs and opportunities including such tasks as maintaining email lists, drafting emails communications, updating WordPress websites, creating digital flyers, etc.
- Draft slide decks for virtual and in-person events such as student recruitment sessions, faculty professional development sessions, presentations to funders
- Collaborate with data analysts to draft reports for leadership, funders, or partners
- Maintain online repositories of professional development resources, open education resources, faculty research, and certification exam and career resources
- Assist in production of short videos on content relevant to stakeholders
- Assist with purchasing and distribution of program materials to team members, students, and faculty by liaising with administrative staff, vendors, and program teams

- Liaise between college faculty and administration and New York City DOE central and school-based staff on program implementation, communications, and reporting
- Research, test, and recommend technologies or tools that will assist in the program teams serving stakeholders or completing tasks efficiently

Other Duties

Since the Manager will play a central role in the implementation many projects, they must have strong interpersonal, project management, and technology skills to ensure all stakeholders, from staff, faculty and students to partners and funders, receive timely, relevant information and next steps. The Manager will play a key role in helping build annual schedules of events that thoughtfully meet stakeholder needs and constraints.

Frequent travel around New York City to colleges and schools may be required. This role will be assigned other duties as needed.

Qualifications

A Bachelor's Degree, strong written and verbal communication skills, fluency in Microsoft Office or Google Drive suite of tools, and experience organizing and analyzing data in spreadsheets are required. Experience working in P-12 settings, specifically in STEM, is a plus.