
Job Title	Special Projects Director
PVN ID	CC-1807-002595
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	CUNY Dominican Studies Institute
Status	Full Time
Annual Salary	\$55,635.00 - \$84,354.00
Hour(s) a Week	35
Closing Date	Dec 06, 2018 (Or Until Filled)

General Description

- Assess and write internal staff evaluation reports;
- Write end-of year reports;
- Maintain communication with the CUNY DSI Executive and Advisory Boards, including planning CUNY DSI meetings with both boards;
- Help the Director write proposals for pertinent research projects;
- Review and edit all writings/documents produced by CUNY DSI with an eye on the Institute's mission, vision, and branding;
- Assist Director in the conceptualizing and planning of new initiatives, including feasibility and practicality;
- Follow up on and assess all projects directly under the responsibility of the Director; drafting reports and correspondence stemming from the implementation of ongoing projects or new or recently started projects;
- Communicate with in-campus or external entities or individuals representing the Director or the CUNY Dominican Studies;
- Responsible for supervising all databases in CUNY DSI and ensuring that they are up-to-date;
- Keep a calendar of Institute's activities, including reports for government agencies, grants, academic and cultural events, and ensure its compliance;
- Advise the Director in matters pertaining to the engagement of CUNYDSI with the non-academic community;
- Interact with the press and media outlets (receiving requests and implementing responses) in adherence to CCNY and CUNY policies and always in consultation with the Director and CCNY's Department of Communication;
- Represent Director or accompany Director to meetings with Foundations and or/officers of the University;
- Assist in the planning, implementation and/or follow up of special agreements with CUNY DSI collaborators at the national and international levels;
- Performing other related duties as assigned by the Director.

Other Duties

Qualifications

- Masters or Doctorate in the humanities, social sciences, or education;
- Minimum of 5 years of relevant experience;
- Excellent writing and communication skills in English and Spanish;
- Strong background in organizational and management skills;
- Enjoy working at a fast-paced and challenging environment, and with all levels of Institute staff;
- Strong knowledge and understanding of the Dominican people in the U.S. and elsewhere

Knowledge about the Dominican Republic is a plus

To Apply: Please address cover letter to Dr. Ramona Hernandez. Include resume and two references.