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| Job Title | Assistant Director |
| PVN ID | BK-2408-006418 |
| Category | Managerial and Professional |
| Location | BROOKLYN COLLEGE |
| Department | |
| Status | Full Time |
| Annual Salary | \$76,000.00 - \$112,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Oct 24, 2024 (Or Until Filled) |

General Description

THE CUNY HAITIAN STUDIES INSTITUTE (CUNY HSI) AT BROOKLYN COLLEGE seeks to hire an Assistant Director. They will assist the Director in coordinating and delivering all activities (conferences, symposia, research initiatives, community projects, etc.) of the Institute, and co-lead the HSI team of professionals in completing assignments, writing reports, and adjusting project schedules to adhere to deadlines. The Assistant Director will support the Director in identifying and applying for grants, advocating for resources and available funding, and interfacing with public and private funders.

About the CUNY Haitian Studies Institute is a world-class research unit of CUNY and is dedicated to a three-fold mission to:

1. Contribute to the construction and dissemination of knowledge and the advancement of Haitian studies through interdisciplinary research.
2. Facilitate collaboration among scholars, intellectuals, teachers and professors, students, and public agencies conducting research about and/or serving Haitian and other diasporic populations.
3. Engage in policy analysis and research to better understand and shape policy and programs that impact the Haitian and Haitian American communities.

Other Duties

The duties and responsibilities of the Assistant Director will include, but not limited to:

- Assisting the Director in overseeing ongoing research projects sponsored by the Institute.
- Organizing and hosting cultural events highlighting the contributions of Haiti and the Haitian diaspora.
- Organizing and hosting academic symposia focusing on research on Haiti and the Haitian diaspora.
- Assisting in the management of the institute's office staff and budget.

- Preparing regular reports on the Institute's activities for the New York City Council.
- Developing innovative programming aligned with the mission of the HSI.
- And all other duties assigned by the Director.

Qualifications

Applicants must possess a master's degree in Higher Education Administration or equivalent. The candidate should have a history of engagement in the community, as well as in academic programming. Preference will be given to applicants who are trilingual in Haitian Creole, English and French, and experienced in grant writing, program coordination, and community engagement.