
Job Title	Operations Manager
PVN ID	BK-2502-006714
Category	Administrative Services
Location	BROOKLYN COLLEGE
Department	CUNY Haitian Studies Institute
Status	Full Time
Annual Salary	\$35,600.00 - \$38,500.00
Hour(s) a Week	35
Closing Date	Apr 19, 2025 (Or Until Filled)

General Description

The CUNY HAITIAN STUDIES INSTITUTE (CUNY HSI) at Brooklyn College is recruiting a candidate for a full-time Operations Manager position. As a member of the HSI team, the Operations Manager (OM) will coordinate all activities of the Institute, lead HSI team of professionals in completing assignments, adjust project schedules to adhere to deadlines and support the Director and their team to advocate for additional funding when necessary.

Key Responsibilities:

- Assist the Director and the Advisory Board to plan and implement existing and new HSI initiatives
- Assist in developing program outlines and evaluations, screening of staff to lead programs, and devising ways to market and schedule programs
- Collaborate and maintain productive relationship with CUNY, the Research Foundation, other CUNY Institutes, international, professional, community and local organizations
- Oversee and manage budgets and contracts
- Assist the Director, as needed, to prepare communications, write and edit documents, create reports that can be used for making strategic plans for long-term program sustainability
- Oversee the scheduling of appointments, maintain calendars and schedules, coordinate staff and HSI meetings
- Serve as the point of contact for team and outside partners and follow up as needed
- Oversee and organize info-sessions on Haitian Culture and Language for students and community at large
- Oversee and manage HSI training programs, workshops, cultural and educational events
- Attend conferences and training, as required, to maintain proficiency
- Use and continually develop leadership skills
- Perform other duties as assigned

Other Duties

Qualifications

- Bachelor's degree in Education, Master's preferred
- Minimum of (4) years full-time experience working in Higher Education
- Excellent internal communication skills
- Excellent written and verbal communication skills in English, Haitian Creole, and French
- Demonstrated ability to work independently and collaboratively as part of a team
- Proficiency in Microsoft Office
- Abilities to set priorities, manage time, and meet multiple deadlines in a fast-paced environment

Preferred:

- Knowledge of CUNY and Research Foundations operations

Should you have any questions, please email Assistant Director, Judith Dolce at:

Judith.Dolce@brooklyn.cuny.edu.