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<b>Job Title</b>	LINCT Program and Operations Manager
<b>PVN ID</b>	VA-1801-002316
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$68,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 25, 2018 (Or Until Filled)

## General Description

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### **About CUNY Office of K-16 Initiatives**

The City University of New York's Office K-16 Initiatives supports the partnership between CUNY and the New York City Department of Education—the two largest education systems of their kind in the country. CUNY K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities. We are home to a group of innovative programs that share a common goal: helping NYC public school students make a successful transition to college, careers and life beyond. We support the city's commitment to equity by developing high quality transition programs that help eliminate achievement gaps between racial, ethnic, and socio-economic groups. Our programs are nationally recognized for their commitment to long-term student success. Collaboration is fundamental to our work. Only in partnership with the NYC Department of Education are we able to offer programs that support students through the transition to college. Leadership and faculty on CUNY campuses are also integral to the process of planning and implementing programs that strategically support students in attaining their long-term goals.

### **About Lessons in Navigating College Transitions (LINCT)**

Lessons in Navigating College Transitions (LINCT) is a college access program whose primary goal is to reduce traditional barriers to enrollment at CUNY by ensuring that students who graduate from NYC public high schools enter college academically eligible to take and succeed in credit-bearing courses. Previously known as At Home at College, the program is supported by New York City's Office of the Mayor. This school year, roughly 3000 students in 80 high schools are enrolled in one or more credit-bearing LINCT courses, and we plan to expand to 100+ schools in the fall. LINCT's year-long ELA and Math courses are aligned with the Common Core State Standards and are offered in students' high school as part of students' regular school day and course sequence. The curricula, developed and supported by CUNY's LINCT instructional team, engage students in high-interest content. In ELA, students develop academic literacy skills through topics in introductory psychology and sociology, while in Math, they focuses on non-routine problem-solving,

proportional reasoning, and core topics in Algebra and Statistics. The courses are intended to prepare students for college placement exams and a range of college and career readiness and life skills. As part of our unique model, the LINCT team at CUNY provides intensive cohort-based professional development to DOE teachers throughout the school year.

### **LINCT Program and Operations Manager Position Overview**

Under the direction of the LINCT Director, the LINCT Program and Operations Manager will be responsible for all programmatic, non-instructional, elements of LINCT. This strategic and dynamic leader will help ensure that all aspects of the LINCT program run smoothly so that the team's 7+ instructional staff members can focus squarely on supporting LINCT classroom teachers in NYCDOE schools. The LINCT Program Manager will jointly supervise other members of the LINCT's operations team. This position will take on a variety of responsibilities including to:

- Work in close partnership with DOE central office staff and the CUNY LINCT team to plan and execute all programmatic aspects of the program, to solve problems, and to implement project changes as needed;
- Develop new operational systems and policies for the LINCT team; train and support LINCT team members on said systems and policies;
- Support the process of recruiting, hiring and onboarding new staff on LINCT's growing team;
- Co-plan and coordinate new school recruitment and induction processes and participant school retention process;
- Collaborate with the CUNY Office of Testing and the Office of Accessibility to coordinate the CUNY Assessment Test cohort testing process;
- Coordinate and schedule LINCT's professional development offerings, including summer intensives and classroom observations, for DOE teachers;
- Visit schools and principals;
- Collaborate with the LINCT instructional team to support their development of new avenues for fostering excellent instruction, potentially including a LINCT Master Teacher Fellowship;
- With the K-16 operations team and the LINCT director, manage LINCT's tax-levy budget and oversee the programs largescale textbook, supply and food orders;
- With the LINCT instructional team, the DOE, and CUNY's Office of Research, Evaluation & Program Support, collaborate with the LINCT Research and Operations Coordinator to gather, analyze, and report on both qualitative and quantitative data regarding LINCT's emerging successes and challenges;
- Jointly oversee all LINCT data management systems and staff;
- With the K-16 Digital Media Director, assist with developing and executing a marketing and communications strategy (digital and print) and marketing materials for LINCT;
- Craft and deliver presentations and reports about LINCT;
- Actively participate in the larger efforts of the Office of K-16 Initiatives

*This is a full-time position, though part-time, flexible hours may be offered for the right candidate. \*\*\*THIS IS A TEMPORARY Research Foundation POSITION FOR SPRING 2018. A related, permanent position may be posted during the spring semester.*

### **Other Duties**

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## Qualifications

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The successful candidate will have the following knowledge, skills and abilities:

- 5-8+ years of experience working in public education, with progressive project management responsibilities;
- Well-developed knowledge of the NYCDOE and/or CUNY; Experience with education policy issues, especially those related to college and career readiness, and a fierce commitment to social justice;
- Experience developing and overseeing operations systems and managing complex logistical projects in a fast-paced, entrepreneurial environment;
- Experience conducting research and/or program evaluation and using data to inform future work;
- Experience managing budgets;
- Experience creatively and patiently navigating bureaucratic systems;
- Experience hiring and supervising staff;
- Excellent writing and public speaking skills;
- Experience with, negotiation, conflict management, mediation, group facilitation skills;
- Experience working collaboratively and cooperatively with a diverse community of students, faculty, staff and external constituents in a large, decentralized public university system;
- Experience using project management software, data sharing systems, and/or CRMs; Fluency in Google Docs;

Ability to take direction and to work independently in ambiguous and demanding environments; Flexible spirit, can-do attitude, and ability to anticipate problems and recognize opportunities

**To Apply** Upload resume and cover letter, including available start date and desired work hours.