

<b>Job Title</b>	Deputy Director, K-16 Initiatives
<b>PVN ID</b>	VA-1807-002620
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY K-16 Initiatives
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 23, 2018 (Or Until Filled)

## General Description

The Deputy Director for CUNY K-16 Initiatives provides leadership and support to a range of programs that aim to improve the college readiness, high school-to-college transition, and academic success of young people in New York City. Reporting to the Dean for K-16 Initiatives, the Deputy Director oversees a broad portfolio of programs that support student success in college. K16 programs represent strong partnerships with the New York City Department of Education, and engage public school students at a variety of ages and skill levels.

The Deputy Director's responsibilities are as follows:

- In collaboration with the University Dean, establish and support goals, strategies and processes for the long-term success of the Office of K-16 Initiatives
- Lead, coach, support and develop the managers of the specified K-16 programs and other staff as assigned by the University Dean
- Ensure programmatic excellence by monitoring and evaluating student achievement, staff performance, financial resource management, and enrollment/participation patterns across all programs
- Contribute to efforts to find new sources of funding for current and future programs from the public sector and private philanthropy

## Other Duties

- Engage internal and external stakeholders, including CUNY campus and Central Office leaders, NYC DOE officials, community partners, and others to ensure that the programs within the Office of K-16 Initiatives have needed resources, policies and support
- In collaboration with the University Dean, develop opportunities for professional growth and learning for all program staff within the Office of K-16 Initiatives
- In collaboration with the University Dean, lead Office of K-16 Initiatives staff meetings and events
- Write reports for internal and external audiences with regards to activities and accomplishments in

CUNY's Office of K-16 Initiatives

- Other duties as assigned

## Qualifications

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Bachelor's degree and eight years' related experience required.

Preferred Qualifications:

- A demonstrated knowledge and expertise of issues related to college readiness, transition and success, particularly for low-income and minority young people
- Supervisory experience working with educational program administrators and instructors
- Experience designing and facilitating professional and curriculum development activities
- Knowledge, professional stature, and demonstrated ability to work effectively with university administrators and faculty, and leaders in the non-profit and private sectors
- Ability to work independently and collaboratively in fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities
- Strong budget management ability
- Excellent writing and interpersonal skills