



Job Title	Deputy Director, Program Management & Administration
PVN ID	VA-2410-006524
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	OAA/CUNY EDGE
Status	Full Time
Annual Salary	\$95,000.00 - \$105,000.00
Hour(s) a Week	35
Closing Date	Dec 24, 2024 (Or Until Filled)

General Description

CUNY EDGE is the latest initiative to support public assistance recipients enrolled at the City University of New York (CUNY) during a twenty-five year partnership between CUNY and the New York City Human Resources Administration (HRA). Launched in 2016, the CUNY EDGE program model balances academic advising and personal supports with career development while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with paid work and internship opportunities, personal development, and academic excellence. Serving over 3,000 students across 20 colleges each year, CUNY EDGE is led by a Central Office team of nine supporting over 60 staff at the colleges who provide direct services to students. For more information about CUNY EDGE, visit cuny.edu/cunyedg.

Housed within the Office of Academic Affairs in the CUNY Central Office, CUNY EDGE is seeking a motivated self-starter with significant management experience to serve as Deputy Director of Program Management and Administration. Reporting to the University Director, the Deputy Director will be a key member of the CUNY EDGE leadership team, spearhead the program's partnership with HRA, and oversee the implementation of best practices in our core support services. The Deputy will also support the Director in strategic planning efforts and overall program administration, with a focus on budget and contract management.

Other Duties

- Provide leadership to support the overall success of CUNY EDGE
- Lead the partnership with HRA including spearheading the implementation of new or modified agency policies and procedures for CUNY EDGE and coordinating training and resources for CUNY EDGE staff on HRA policies and procedures
- Lead the review and refinement of core program services including academic advisement, workshops and orientations, and student financial supports
- Offer continuous support to college teams by being a thought partner in program and policy

implementation

- Maintain and expand relationships and collaborations with CUNY college departments, programs, and leadership
- Support the management of \$10+ million budget including expense tracking with the colleges, budget modifications, and alignment of budget with program goals
- Manage subcontract agreements for additional services and consultants
- Supervise team members in managing workplans and daily activities, providing guidance and direction
- Work collaboratively with the CUNY EDGE Deputy Director of Career Development and Professional Development in the Central Office
- Facilitate regular meetings with both Central Office and college staff
- May act on behalf of University Director in their absence
- Attend staff meetings and trainings as required
- Perform related duties as assigned

Qualifications

- Bachelor's degree required
- At least eight years' of relevant experience required

Preferred Qualifications

- Master's degree preferred
- Five (5) years of progressively responsible program administration and planning experience, preferably within higher education and/or social service program serving low-income students
- Excellent writing, presentation and group facilitation skills
- Experience managing multi-site projects and ability to work with multiple stakeholders in a flexible and strategic manner; knowledge of CUNY and/or public assistance programs preferred
- Can work independently as well as collaboratively with stakeholders and diverse populations in a fast-paced, time-sensitive environment
- Strong organizational skills with ability to manage multiple projects and meet deadlines
- Ability to use data and research findings for program development, reporting, and evaluation purposes
- Strong budget and contract management skills
- Proactive, creative, and able to develop innovative approaches and exercise sound judgment; can work under deadlines and adapt quickly to changing situations and priorities; comfortable with ambiguity
- Proficiency with Microsoft 365, databases, and web-based systems
- Available for occasional evenings and able to travel to multiple college campuses located in the five boroughs of New York City preferred

Physical Requirements

- This is a 70/30 hybrid position, subject to change. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 30 pounds), bending, reaching, sitting for prolonged periods of time
- Reasonable accommodation will be made for employees with disabilities or other needs per RFCUNY policies.

- Ability to travel to other CUNY campus locations as needed

Applicants must **submit a cover letter and resume** for consideration. Your application is not complete without the required documentation. Please make sure all attachments have your first and last name before submission.