

Job Title	CITE Strategy and Data Associate
PVN ID	VP-2507-006915
Category	Research
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST
Department	Teacher Education
Status	Full Time
Annual Salary	\$68,000.00 - \$74,000.00
Hour(s) a Week	35
Closing Date	Sep 09, 2025 (Or Until Filled)

General Description

The City University of New York is the nation's largest urban public university, with 25 colleges across New York City's five boroughs, serving more than 225,000 degree-seeking students of all ages and awarding 50,000 degrees each year. 60% of CUNY students are the first in their families to go to College. CUNY's Central Office of Academic Affairs (OAA) supports Teacher Education programs across the University, with more than 15,000 students enrolled in education programs across 16 colleges. With a special commitment to students in urban schools, our campuses prepare a culturally diverse pool of teacher candidates to be effective teachers, counselors, and building leaders in a variety of settings.

Computing Integrated Teacher Education (CITE) is a grant-funded initiative within the OAA that supports CUNY education faculty at all ranks to integrate state standards-aligned computing and digital literacies (CDLs) content and pedagogy into required education courses, field work, and student teaching. Supported by public funding from the New York City Public Schools (NYCPS) Computer Science for All (CS4All) program and private funding from the Siegel Family Endowment, Robin Hood Learning + Technology Fund, Google, and Gotham Gives, the initiative focuses on:

- Supporting institutional change in teacher education programs to integrate computing and digital literacies
- Building faculty computing and digital literacies pedagogical content knowledge through the lens of equitable, culturally relevant and sustaining education
- Supporting faculty communities of practice around equitable computing-integrated education, inclusive and student-centered pedagogies

In one line of our work, "Strategic planning for CITE", the initiative supports faculty committees at 16 CUNY campuses to strategically redesign their teacher education programs. Leveraging grant funding provided by our office, faculty committees draft learning goals and course sequences, design curriculum and assessments, conduct related research, build partnerships with P-12 schools, advance faculty professional learning, etc. In addition to managing the request-for-proposals and grantmaking process to provide resources to these committees, the CITE team at CUNY Central sets a vision for equitably scaling the initiative across CUNY, provides technical assistance and feedback to teams on their work products, facilitates a community of practice

among grantees, and collects and analyzes data about committees' progress, aiming to build faculty capacity to engage in strategic change and data-informed continuous improvement.

Other Duties

CITE is seeking a full-time Strategy Associate that would work at least 80% in person at the City University of New York's Central Office. The Associate would work collaboratively with the CITE Director, CITE's research team, and consultants to support the above mentioned committees across CUNY colleges to engage in strategic planning, program redesign, and data-informed continuous improvement efforts. These responsibilities will dynamically evolve as new needs in the initiative arrive. The candidate should be flexible, open to learning and initiative-taking.

- Strategic Change Process Management:
 - Conceptualize strategic change interventions and associated implementation plans that support colleges to integrate computing and digital literacies within teacher education programs, in collaboration with CITE Director and external consultants.
 - Coordinate and co-facilitate faculty professional learning opportunities, convenings and faculty meetings focused on strategic planning and implementation of computing integrated teacher education coursework. These include virtual webinars and in-person meetings.
 - Project-manage administrative processes by which CUNY college committees apply for grant funding from CUNY Central to achieve CITE goals, and report on their activities. Associate will ensure smooth implementation of grant-making tasks including data entry, management, reduction and analysis, relationship management, budgeting, and progress reporting, and work with the CITE Director and consultants to determine proposed projects to fund.
 - Project-manage administrative processes in which CUNY Central staff and consultants provide feedback to college teams developing computing-integrated learning goals, curriculum, and plans for teacher education programs.
- Student Experience Research: Manage and collaborate with research associates and assistants to:
 - Implement CITE's semesterly student survey, work with research partners to analyze the data, share and promote reflections on findings with the CITE community.
 - Support teams of faculty across CUNY colleges to collect and analyze data about teacher candidate learning outcomes and experiences to ensure initiatives are informed by student perspectives.
 - Support faculty to collect and analyze data on implementations of computing integrated activities in especially clinical settings; convene faculty and NYC Public Schools partners and stakeholders to reflect on implementations.
- Other duties as assigned.

Meetings will be held in-person and virtually. The Associate will be headquartered at CUNY Central's midtown Manhattan office, and be expected to attend in-person CITE team meetings, occasional college site visits, and other in-person activities. Position is subject to a probationary period. Length of term of appointment is subject to availability of grant funding, and is expected 1-3 years.

Qualifications

Required qualifications include:

- Master's Degree and/or comparable experience in an education related field (education, higher education administration or leadership, non-profit administration, computing education, instructional technology, learning sciences)
- Demonstrated experience with strategic planning, continuous improvement, use of data to inform spread and scale of instruction strategies, curricular change, and learning design in educational institutions.
- Project management skills: demonstrated ability to decompose processes into steps, assign roles, communicate action steps to stakeholders clearly, carry out steps in a timely fashion.
- Data management: demonstrated ability to store, organize, clean up, reduce, and analyze qualitative and quantitative data.
- Relationship building and management: demonstrated ability to work with and support diverse groups of internal stakeholders and external partners
- An equity-based orientation that values the identities, language and cultural practices of all students and educators
- Interest in technology, computing and/or digital literacies in education

Desirable qualifications include:

- Prior background in technology, computing and/or digital literacies in education
- Experience with relational database software (e.g. Airtable)
- Teaching experience in K-12, teacher education, higher education, and/or within educational professional development contexts.
- Experience coaching or taking on support roles in education, particularly supporting groups of educators to organize, come to consensus, engage in curricular change initiatives.