

Job Title	Academic Affairs AI Executive Officer
PVN ID	VP-2510-007064
Category	Managerial and Professional
Location	OFFICE OF EXEC VC & UNIVERSITY PROVOST
Department	Office of Academic Innovation
Status	Full Time
Annual Salary	\$160,000.00 - \$200,000.00
Hour(s) a Week	35
Closing Date	Dec 15, 2025 (Or Until Filled)

General Description

The Office of the Executive Vice Chancellor and University Provost oversee all academic policies governing the University's 25 institutions offering 2844 academic programs, including 325 associates degrees, 1310 bachelor's degrees, 797 master's degrees, 95 certificates, 360 advanced certificates, and 71 doctoral degrees. In a single integrated system, the Office is responsible for the strategic leadership, development and implementation of university-wide initiatives aimed at raising academic quality, improving student success, and providing New Yorkers with equal access to quality education. The Office of Academic Innovation, a division within this overarching Office of Academic Affairs (OAA), leads system-wide change initiatives focused on leveraging new and emerging academic tools and technologies to enhance the academic ecosystem, scale online education through CUNY Online, and serves all OAA units supporting their strategic goals through procurement and business process improvement.

Reporting to the Senior University Dean for Academic Innovation and serving on the Executive Vice Chancellor's Cabinet, the Executive Director will lead CUNY's efforts to advance AI in teaching, learning, research, and administrative academic practice to ensure that all innovations align with the University's mission, ethical principles, and regulatory standards. The Executive Director of Artificial Intelligence (AI) will provide strategic leadership and oversight for the responsible and innovative integration of AI across OAA, including, but not limited to, Enrollment Management, Student Affairs, Libraries, Registrar, Graduate and Undergraduate Programming, Research, Student Success and Opportunity Programs, and Career and Industry Partnership to provide integrated consultative resources, assess AI resource needs, align needs to existing tools and identify high level use cases for new tools, while ensuring alignment with university policies and practice; also enhancing CUNY's broader CUNY academic ecosystem through practical applications of AI. This position will establish CUNY as a national leader in academic AI strategy by fostering a culture of collaboration, inclusion, and continuous learning around AI literacy and applications.

KEY RESPONSIBILITIES:

Strategic Leadership & Vision

- Execute a comprehensive university-wide AI strategy aligned with CUNY's mission, academic priorities,

and commitment to access and equity, and in support of OAA's existing goals such as enhancing student success, supporting faculty, nurturing innovative research, maintaining a competitive advantage, and partnering with city, state, non-profit and industry groups.

- Establish and lead an Office of Artificial Intelligence within OAA to coordinate initiatives, build institutional capacity, and serve as a center of excellence for AI strategy and implementation.
- Serve as a trusted advisor to university leadership, providing guidance on emerging AI trends, risks, and opportunities across academic and administrative domains.

AI Governance, Ethics, and Policy

- Develop, manage, and evolve governance frameworks, protocols, policies, and best practices to ensure the ethical, transparent, and equitable use of AI in education, research, and academic administrative work.
- Ensure compliance with data privacy laws, accessibility standards, and state and federal regulations.
- Lead efforts to strengthen accountability and risk mitigation related to AI technologies.

Academic Integration and Innovation

- Partner with campuses, faculty, and academic departments to integrate AI and related AI/AI-enhanced technologies into curricula, pedagogy, and experiential learning opportunities.
- Coordinate workshops, trainings, events that support AI staff and leaders to adopt AI meaningfully and responsibly
- Lead AI literacy initiatives to ensure all students, faculty, and staff develop foundational understanding and responsible use of AI tools.
- In partnership with our Office of Research, support faculty research and innovation by identifying funding opportunities, developing partnerships, and promoting interdisciplinary collaboration using AI.

Collaboration and Partnership Building

- Leverage existing partnerships and collaborations with industry, nonprofit, and government sectors to advance applied AI projects that benefit CUNY and New York communities.
- Serve as a University liaison to external organizations and represent CUNY in local, state, and national conversations about AI in higher education.
- Convene systemwide committees or working groups to coordinate AI-related initiatives, share resources, and align campus-level innovation with university goals.
- Collaborate across OAA, and with other CUNY offices such as Procurement, General Counsel, and Computer & Information Services (CIS).

Other Duties

Operational Excellence and Capacity Building

- Evaluate and document AI use cases across OAA and map infrastructure or service needs.
- Coordinate AI infrastructure implementation with OAI, CIS, and OAA stakeholders.
- Lead cross-functional project teams through the full lifecycle of AI initiatives—from ideation to deployment—ensuring measurable outcomes and ethical compliance.
- Support professional development programs that promote AI readiness across CUNY's workforce, with an emphasis on academic affairs staff.

Community and Societal Impact

- Identify opportunities to leverage CUNY's AI capabilities to promote digital inclusion, support community engagement, and drive positive social change.
- Explore and guide pathways for the responsible public dissemination of AI-related research.

Qualifications

MINIMUM

- Master's degree in Artificial Intelligence, Computer Science, Data Science, Educational Technology, or a related field.
- At least 7 years of progressively responsible experience in AI strategy, innovation, or digital transformation, with 3 years in a senior leadership role in higher education, government, or a comparable mission-driven organization.
- Demonstrated expertise in AI technologies and their ethical, regulatory, and social implications.
- Proven ability to lead cross-functional teams and drive organizational change in complex environments.
- Exceptional communication, facilitation, and stakeholder engagement skills, with experience presenting to executive leadership or boards.
- Commitment to diversity, equity, inclusion, and accessibility in technology adoption and implementation.

PREFERRED

- Doctorate (Ph.D. or equivalent) in a relevant discipline.
- Experience developing and implementing AI policies, governance frameworks, or institutional strategies within higher education.
- Demonstrated success in securing grants or partnerships to advance AI research or educational innovation.
- Experience in curriculum design, faculty development, or AI literacy training.
- Familiarity with data governance, privacy, cybersecurity, and compliance in academic settings.
- Background in project or change management methodologies (e.g., PMP, Prosci).
- Ability to engage with external partners, industry leaders, and policymakers to advance institutional AI goals.