Job Vacancy Notice

Job Title: Associate Director of Professional Studies (Continuing Education Manager)
Job ID: 13672
Location: John Jay College
Regular/Temporary: Regular

POSITION DETAILS

The Associate Director of Professional Studies works closely with the Senior Director of Professional Studies, Deputy Director, and Program Directors within Professional Studies. They shall assist in developing, implementing, and evaluating strategic plans for professional studies programs, space rental, and specialized training programs. The Associate Director administers all policies/procedures and oversees daily operations in the departments under the direction of the Senior Director of Professional Studies. In the absence of the Senior Director or Deputy Director the Associate Director will assume the duties of the Director.

In addition to the general duties, responsibilities include the following.
- Oversees events on-campus and off-campus.
- Manages departmental payroll and procurement.
- Develops promotional strategies for increasing enrollments.
- Identifies space rental opportunities.
- Seeks opportunities for departmental resource enhancement/investment through analysis of existing initiatives, revenue structuresSTREAMS and exploration of new programs.
- Prepares reports, conducts research; analyzes markets; financial trends and program assessment; and progress reports.
- Assists Senior Director with financial oversight of the Office of Professional Studies, including unit fiscal and accounting activities.
- Assists Senior Director with the alignment of marketing, communications, public relations, and other resources to support attainment of long-range goals.
- Performs other duties as assigned.

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate Center of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.

QUALIFICATIONS

Bachelor's Degree and six years' related experience.

- Project management, operations, and business/event planning experience desired.
- Knowledge of registration and billing systems a plus.
- Excellent oral and written communication skills.
- Experience managing a medium-size college program.

CUNY TITLE OVERVIEW

Manages the Continuing Education Office and designs, develops, and implements instructional programs and activities, coordinating with other College support systems.

- Oversees the general operation of the Continuing Education Office; hires and manages staff; oversees registration, payments, and other office activities
- Designs and makes recommendations to Director for academic, outreach, general training, and certificate programs

- Develops and writes grant proposals

- Hires faculty and coordinates teaching schedules

- Observes classes, analyzes student evaluations, and performs faculty evaluations

- Oriented new faculty and acts as liaison to resolve faculty issues

- Plans and implements advertising campaigns and designs marketing and other program materials

- Maintains financial information such as tuition payments, material costs, and faculty payroll

- Develops mailing lists and analyzes marketing strategies and student profiles

- Acts as a liaison between the Continuing Education Office and other internal and external units on co-operative and co-sponsored programs.

Job Title Name: Continuing Education Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Compensation $55,602 - $62,665

CUNY’s benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE

October 13, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.