Job Vacancy Notice

Job Title: Director, Educational Partnerships and General Education
Job ID: 13619
Location: John Jay College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

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 School 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. As evidenced by so many on-going developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

Reporting to the Associate Provost and Dean of Undergraduate Studies, the Office of Academic Affairs is seeking an experienced academic affairs professional to undertake the position of the Director of Educational Partnerships and General Education. The duties include but not limited to the following:
- Develop and maintain academic partnerships related to the CUNY Justice Academy;
- Coordinate articulation agreements between schools interested in having students transfer to John Jay College BA programs;
- Serve as the liaison for all pipeline programs designed for John Jay, including all dual-degree and joint-degree programs;
- Design joint degree programs with law schools, medical schools and other graduate schools to assist current John Jay students with post-graduate success;
- Provide leadership and coordination for the General Education program;
- Lead the implementation of the General Education Assessment Plan and collaborate with faculty in the assessment of student learning; attend relevant Middle States meetings regarding General Education; attend conferences, Middle States workshops (including the assessment workshop) and other professional meetings and conferences relevant to general education; and
- Serve as a resource for the development of self-study documents and strategies for curricular improvement.

QUALIFICATIONS

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

OTHER QUALIFICATIONS
- Masters and/or Ph.D. preferred in higher education;
- Three or more years of experience with the development, execution, and nurturing of articulation agreements and/or student learning assessment; and
- Experience with educational technology for assessment; evidence of successful work with faculty across disciplines and academic units to design and implement educational assessment instruments.

CUNY TITLE OVERVIEW

Directs College activities and operations related to Academic matters to support academic policy and student learning strategies.

- Designs, implements and monitors an array of academic initiatives, programs, priorities, and functions
- Develops strategic plans, academic program proposals, and curricular reports
- Assesses outcomes to improve services and support student success
- Creates and oversees academic support initiatives
- Administers College articulation efforts
- Ensures compliance with accreditation standards and reporting requirements
- Liaisons with faculty and professional staff in departments and offices across the College
- Manages operational and program budgets; manages, trains, and develops staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

COMPENSATION: $68,803 - $116,364

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 saving 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 16, 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.