Job Vacancy Notice

Job Title: Deputy Director of Strategic Initiatives
Job ID: 13422
Location: John Jay College
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 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 master's degrees and participates in the doctoral programs of the Graduate School of the City University of New York. John Jay 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 ongoing developments, the College offers its many new faculty and staff the opportunity to shape the future of their institution.

The Office of the Associate Provost for Strategic Initiatives seeks a dynamic Deputy Director who is knowledgeable about the opportunities and challenges of public higher education, passionate about advancing student success at school and in the workforce, and oriented toward problem solving and innovation. The ideal candidate will demonstrate an interest in developing inventive and robust pathway and pipeline programs for academic and career success and an orientation to a research/evidence-based approach to planning and assessment.

As a member of the strategic initiatives team, the Deputy Director, reporting directly to the Associate Provost, will initiate, design, implement, oversee and assess projects and programs, which support the College's mission and further its Master Plan. The Deputy Director will develop proposals for new strategic projects in key focus areas and assume leadership for responding to RFPs and preparing grant applications. The ability to work effectively with internal and external partners and cultivate new strategic partnerships in both the public and private sectors is key. The Deputy Director will also supervise staff, manage marketing and other selected, common activities across Professional Studies, International Programs and Studies, John Jay Online, and Graduate Studies, and also collaborate with administrators, faculty and staff from the larger college and university.

Additional responsibilities include the following.
- Prepare and present analyses and reports to internal and external audiences
- Develop and manage information about external partners across departments
- Work effectively with administrators and faculty to achieve annual and long-term goals
- Represent the Associate Provost on selected committees
- Coordinate projects across departments, including Undergraduate Studies, Enrollment Management, Student Affairs, and Career Services
- Identify and initiate possible strategic partnerships for projects and plans
- Other responsibilities as assigned

QUALIFICATIONS

Bachelor's degree and six years' related experience required. Master's or Doctorate degree preferred.

- Outstanding written and oral communication skills
- Demonstrated ability to work on multiple projects simultaneously
- Excellent time management skills and project management abilities
- Research/evidence-based approach to planning and decision-making
- A detail orientation and flexibility of thought
- Experience in writing grant proposals
- Experience in higher education and in complex organizations
- Knowledge of education policy
- Experience working on a team
- Self-motivation and initiative

CUNY TITLE OVERVIEW

Identifies opportunities to improve operational practices and systems, and implements programs aimed at enhancing organizational effectiveness.

- Conducts studies and reviews of operational practices, developing appropriate measurements, reporting findings and identifying opportunities for improvement
- Recommends and implements approved changes, reports on results, and plans future performance goals and targets
- Coordinates efforts among internal and external teams tasked with resolving business issues
- Develops and implements training, communications, ongoing task forces and teams, and other support to maintain and build on results
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Compensation: $ 55,602 - $ 96,635

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


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.