Job Vacancy Notice

Job Title: Director, Center for Post-Graduate Opportunities and Preparation
Job ID: 13221
Location: John Jay College

Full/Part Time: Fulltime
Regular/Temporary: Regular

GENERAL DUTIES

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.

CONTRACT TITLE

Higher Education Officer

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The Director of the Center for Post-Graduate Opportunities and Preparation (C-POP), including the Pre-Law Institute and the Office for Fellowship and Scholarship Opportunities, reports to the Associate Provost and Dean of Undergraduate Studies.

The Director serves as the college administrator responsible for the direction and growth of the Center. Principal responsibilities include managerial, consultative, informational, evaluative, and liaison functions. The Director will design and implement a comprehensive pre-graduate school and pre-law school advisement model beginning with students' freshman year. Duties Include:

- Operate a comprehensive law school and graduate school advisement model, partnering with the John Jay's Academic Journey team.
- Develop, recommend and implement goals and objectives of the Center for Post-Graduate Opportunities and Preparation, including support of the Pre-Law Advisory Board and Law Society.
- Develop and implement mentoring, internship and other opportunities that support students'
professional goals, including organizing pre-law advisement forums and workshops.

- Collect, analyze and report programmatic data and departmental activities in support of program evaluation and outcomes assessment and recommend changes based on the findings.

- Maintain law school and graduate school advisement materials, including publications, newsletters, and web presence.

- Act as a student advocate and liaison to law schools.

- Work with faculty and others to organize and implement Pre-Law Boot Camp and Moot Court Competitions.

- Provide advisement and guidance for GRE, LSAT and other standard exam preparation, personal statements, recommendations, and the general graduate and professional school application process.

- Oversee and coordinate the faculty advisement component through outreach to appropriate faculty and alumni to add depth to law school advisement.

- Establish and foster strong relationships with law schools and visit campus.

- Attend appropriate forums, meetings, panels and annual conference.

- Serves as a member of the Associate Provost/Dean of Undergraduate Studies' leadership team.

- Participate in the National Association of Pre-Law Advisors.

MINIMUM QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

OTHER QUALIFICATIONS

- Master's degree and /or JD and at least five years of experience in higher education or related program development required JD Preferred.

- Excellent written, oral communication and computer skills required. Ability to function well in an energetic and creative team environment.

- Demonstrated leadership ability with a commitment to serving a diverse urban student population.

- Ability to work effectively with students, members of the college community, and external constituents, such as law school deans and bar association members.

COMPENSATION

$ 68,803 - $116,364

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

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

July 25, 2015
JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.