The Vice President serves as the institution's leader and advocate for providing vision, focus and unified direction in the areas of Economic Development, Continuing Studies, and Government Relations, with a major emphasis on Community Engagement to develop and strengthen relationships with local community-based organizations and schools. The Vice President reports to the President and serves on the President’s Cabinet. The Vice President is the administrator in charge of three offsite facilities (120 Stuyvesant Place, 60 Bay Street and 100 Merrill Avenue). Reporting to the Vice President for Economic Development, Continuing Studies, and Government Relations are the Executive Director of Continuing Education, the Director of Small Business Development and the Director of Economic Development and Civic Prosperity.

The Vice President will be expected to build upon the synergies that exist among the reporting units and within the larger college community. Responsibilities include but are not limited to the following:

In the area of Economic Development: Promote positive, substantive relationships with local business and industry. Develop and implement long-range plans and near-term operating practices to further entrepreneurship and industry economic development at and by the College. Promote and coordinate the College's role as a resource for economic development through research, policy analysis and resource allocation consistent with the institution's mission and strategic plan. Facilitate policy and economic analysis support for impact assessment of economic development programs administered through the College. Interpret the direction of state and federal economic development policy, translates same into successful programmatic activities for the College. Coordinate and advocate for the College's regional economic development efforts in concert with those of the University, the Borough of Staten Island, New York City, and the State of New York. Serve as the primary external workforce and training representative of the College to agencies, consortia, partnerships, and regional workforce groups throughout the region. Provide oversight of the College's current economic development enterprises, including the St. George facilities (120 Stuyvesant Place and 60 Bay Street), CUNY 2020, Start-up NY, 30,000 Degrees, Sustainability and the Willowbrook Mile Project.

In the area of Continuing Studies: Design and develop fee-based and contract education programming to generate revenue that supports College goals. Anticipate the emerging needs of individuals and organizations for continuing studies, including in interdisciplinary, hybrid and online formats. Coordinate with faculty for continuing studies programs that involve credit-bearing courses. Expand and create certificate programs (particularly at CSI 120 Stuyvesant Place, St. George location) to enhance workforce training and support career advancement. Provide leadership and oversight for all Continuing Studies and Workforce Development programs of the College (located at 100 Merrill Avenue), including 1199, CUNYStart, CUNY Language Immersion Program, Adult Literacy and programs for individuals with intellectual and development disabilities.

In the area of Government Relations: Cultivate and oversee the College's relations with appropriate governmental entities, monitor legislative initiatives with potential impact for the College, represent the College with external governmental organizations, and, with the
President, serve as spokesperson for College in legislative affairs. Represent the College with state government agencies on matters related to economic development, and entrepreneurial advancement. Serve as a CUNY Legislative Council Member (CLAC) coordinating State & City funding opportunities and higher education advocacy with CUNY and the College. Oversee lobbying compliance requirements.

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

Preferred Qualifications
- Master's Degree or Higher
- Excellent interpersonal and communication skills and ability to form collaborative relationships with both internal and external stakeholders
- Ability to be an effective advocate on and off campus for economic development, entrepreneurship and commercialization
- Record of successfully advocating for Federal, State and Local capitol and operational funding.
- Demonstrated initiative, management skills, and ability to think in an innovative manner regarding economic development matters that impact the College
- Substantial experience in program planning, development, marketing, and implementation
- A record of creative leadership and revenue generation in continuing and professional studies
- Working knowledge of best practices in programming and services for adult, non-traditional learners.
- Interest and experience with the relevant educational markets - especially the corporate, government, high tech, and healthcare sectors - of the greater New York Metropolitan Area
- Experience in strategic planning processes involving diverse constituencies
- Understanding of NYS and NYC government structure
- Knowledge of NYS Lobbying and Compliance requirements

CUNY TITLE

Vice President

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

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, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, and additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

Posting closes May 19, 2016, with the review of applications to begin April 15, 2016.
JOB SEARCH CATEGORY

CUNY Job Posting: Executive

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.