Job Title: Administrative Executive Associate – Dean, School of Education

Job ID: 17152

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College’s faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Reporting to the Dean of Education, the Administrative Executive Associate will be responsible for not only the CUNY Title Overview but also the following:

- Works with Provost’s office to closely monitor timing and completion of P&B materials, keeping Dean constantly informed of status.
- Manages School of Education recruitment efforts and searches; handles CUNYFirst submission of paperwork, as well as compliance with Human Resources and Office of Diversity & Compliance.
- Works closely with Dean in maintaining close working relationship with the CUNY Dean of Education, the CUNY Teacher Education Council, and personnel in the State Department of Education.
- Solicits agenda items, drafts agendas, attends, and takes and distributes minutes of monthly School of Education meetings, TEAC meetings, and other meetings as needed.
- Drafts memos and prepares announcements as needed.
- Administers multiple budgets, as approved by Dean. These include tax-levy, CSI Foundation, Auxiliary Services, and Research Foundation funds.
- As instructed and assigned by the Dean, signs off on Overtally requests, Independent Study, and Credit.
- Offers initial assistance for students with complaints; determines which students need to meet with the Dean.
- Tracks data and conducts preliminary analysis for Dean as needed.
- Supports accreditation efforts for the School of Education and all of its programs.
- Serves as link between departments and Provost’s office in monitoring faculty workloads.
- Gathers faculty travel plan requests and prepares report for the Dean; gathers and organizes data for faculty recognition; identifies usage details of reassign time; supports all faculty and staff; helps plan events for alumni, students and school personnel.
- Works with the Dean and all relevant school and College staff to manage the development and coordination of special projects, including but not limited to Faculty profiles and School content for the College website, accreditation efforts, new Chairs orientation, program and research grant proposals, and Faculty Scholarship information for annual reporting.

QUALIFICATIONS

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

Preferred Qualifications include:
Master's degree preferred. Previous experience in a higher education administrative office is highly desired. Proficiency in Microsoft Office Applications, specifically Word, Excel, and Power Point.

CUNY TITLE OVERVIEW

Supports a Campus or University Executive in a variety of activities and initiatives as a key team member.
- Organizes and manages projects involving different areas of the Campus or University community, with responsibility for project outcomes.
- Represents the Executive's unit in Campus or University-wide activities, including committees, special initiatives, and implementation of new processes or technology.
- Independently carries out a portfolio of responsibilities under the Executive's purview, such as approvals, student interactions, and monitoring of key activities. Manages communications within and outside the unit related to areas of responsibility.
- May serve as Manager of a large Executive Office.
- Performs related duties as assigned.

Job Title Name: Administrative Executive Associate

CUNY TITLE

Higher Education Associate

FLSA

Exempt

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 visit http://cuny.jobs/ and enter the Job ID# in the "What" section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

September 22, 2017

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.