Job Title: Confidential Executive Officer – Office of the Provost

Job ID: 17420

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 Provost and Senior Vice President for Academic Affairs, including the CUNY Title Overview, the Confidential Executive Officer duties include:

- Coordinates and oversees executive and faculty searches and hiring within the Division of Academic Affairs.
- Has signatory responsibility for the Provost on internal documents related to personnel actions.
- Manages the E-Chancellor’s Reporting systems and works closely with CUNY Central on issues relating to Instructional and Professional Staff.
- Manages the Personnel and Budget Committee of the College including oversight, review, and implementation of all actions related to instructional staff appointments, reappointments, tenures, leave of absence, promotion, and professional development leaves.
- Provides support to the Provost Office to ensure the integrity and excellence of academic programs. Responds to inquiries and provides assistance to Deans and Department Chairs in matters related to the PSC-CUNY contract, Bylaws of the City University of New York, and the College’s Governance Plan. Interacts with CUNY Central offices as necessary to ensure accurate interpretation of the contract and CUNY Bylaws.
- Represents the Provost at off-campus professional development workshops and courses to bring information back to campus to train colleagues in the implementation and application of new programs and/or procedures.
- Serves as a trainer in the CUNYfirst system and works closely with the Office of Human Resources and CUNY Central in the implementation and management of the system.
- Serves as the liaison between department chairs, the Office of the Provost, the Office of the President, and the Office of Human Resources in all personnel matters relating to the instructional staff.
- Works closely with appropriate personnel in Division and School Deans’ offices to ensure effective tracking and recording of faculty workload.
- Works closely with the Associate Provost for Graduate Studies, Research and Institutional Effectiveness to establish and administer policies on Graduate Assistant appointments, teaching assignments, classroom observations, and funding.
- Works closely with the Office of Human Resources to ensure that actions for the Chancellor’s University Report are submitted accurately and in a timely manner.
- Works closely with the Office of the President, Vice Presidents, and Deans, the Office of Legal Affairs, as well as the Budget, Human Resources, and Diversity and Compliance Offices, to assure that high-priority projects within the Division of Academic Affairs are accomplished and assesses the outcomes.
- Performs related duties as assigned.
QUALIFICATIONS

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

Preferred qualifications include:
- Master's degree preferred.
- Experience in Office Management and Senior Executive support preferred.
- Ability to multitask in a high profile area where confidentiality is of utmost importance.
- Excellent organizational skills: well organized, accurate and detail oriented.
- Demonstrated ability to interpret College policies and procedures preferred.
- Office, payroll and budget management experience preferred.
- Experience working with personnel and contract issues.
- Excellent computer skills (Word, Excel, PowerPoint, Outlook).
- Excellent interpersonal skills and customer service orientation highly desired.
- Exceptional communication, project management, and problem solving skills
- Demonstrated capacity to work well independently and as a team member.

CUNY TITLE OVERVIEW

As a senior staff member serving as a confidential assistant in a Campus or University Executive's office, leads unit initiatives, participates in planning and setting priorities, and drives strategic initiatives to ensure their success.

- Participates in planning and in setting policies with responsibility for preparing aspects of strategic and operational plans
- Participates in developing and executing performance management systems to evaluate progress
- Works with other Campus and University units to oversee complex, high-priority projects, with responsibility for outcomes
- Represents the Executive in Campus or University-wide activities and may act in his/her place as needed
- Independently carries out major responsibilities under the Executive's purview, such as monitoring and evaluating unit activities, financial planning and review, serving as chair of key committees, and communications with senior Campus or University management
- May serve as Chief of Staff of a large Executive Office
- Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Higher Education Officer

FLSA

Non-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

November 1, 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.