Job Title: Director of Community Educational Engagement

Job ID: 17778

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.

The Director of Community Educational Engagement, reporting to the Vice President of Economic Development, Continuing Studies, and Government Relations, supervises multiple and varied credit and non-credit bearing programs funded through the University, grants, or on a fee basis. Provides leadership and oversight for:

- Pre-college programs including CUNYStart (providing rigorous, intensive remedial instruction in academic reading, writing, and math), CUNY Language Immersion Program (offering college-readiness English as a Second Language instruction), 30,000 Degrees Initiative (a partnership among the Borough’s higher education institutions to leverage and align existing college readiness activities to achieve an additional 30,000 baccalaureate or higher graduates by the year 2025), and the Adult Learning Center (offering courses in Adult Basic Education, High School Equivalency, College Transition, and basic ESL);

- Programs for individuals with developmental disabilities including the Melissa Riggio Higher Education Program (preparing students for adult life through higher education coursework, career exploration and preparation, and self-awareness and socialization); Creative Exchange Program (offering a wide range of classes, including life skills, for adult students); and the Willowbrook Mile (a collaborative project creating an educational commemorative walking trail to preserve the historical significance of the Willowbrook State School); and

- Options Program (offering lifelong learning classes for individuals over 55 years of age).

Additionally, the Director of Community Educational Engagement serves as a primary liaison between the College and its surrounding borough to advance civic engagement and community partnerships as integral components of the College’s emerging role as an anchor institution and steward of place.

QUALIFICATIONS

Bachelor's Degree and eight years’ related experience. A master’s degree can substitute for up to two years of experience.

Preferred qualifications include:
Master’s Degree in a related field and higher education experience preferred. Experience in overseeing pre-college programs, advancing community partnerships and collaborations, and successful grant writing.
CUNY TITLE OVERVIEW

Oversees a broad range of fiscal and program responsibilities for Continuing Education and related external programs

- Provides leadership for the development and implementation of new programs of study and ensures the coordination and implementation of program components.

- Plans, markets and implements College programs in Continuing Education, developing overall programs and overseeing development of content, budgets, and marketing strategies.

- Develops funding proposals; solicits grant information and provides leadership and guidance in partnering with community and governmental agencies.

- Provide fiscal oversight and evaluation; develops strategic and operating plans; reports progress and results to management.

- Oversees a comprehensive marketing and public information program.

- Manages staff of the Continuing Education office.

- Represents Continuing Education within the College community and externally.

- Performs related duties as assigned.

Job Title Name: Continuing Education Director

CUNY TITLE

Higher Education Officer

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

December 31, 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.