Job Title: Executive Director of Student Affairs

Job ID: 21889

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Executive Director of Student Affairs reports to the Vice President for Student Affairs and Alumni Engagement and provides leadership for student engagement to ensure a vibrant and enriching co-curricular experience. The Executive Director plays a vital role in the success of the Division and should demonstrate a commitment to developing, maintaining, and improving state-of-the-art services and outstanding internal and external customer service. The Executive Director is responsible for managing the areas of Judicial Affairs, Accessibility, Health and Wellness, and Veterans Support Services. The Executive Director, in conjunction with the Vice President, oversees the residence life program.

The Executive Director will:

- In conjunction with the Vice President, develop an energetic and robust workplace environment that fosters a culture of teamwork, collaboration, performance accountability, and commitment to excellence. Provide excellent supervision, coaching, and mentoring to direct reports. Administer and provide appropriate oversight of area budgets and day-to-day operations of the reporting units and assist in the day-to-day operation of the Division.
- Oversee all matters related to student conduct, disciplinary and judicial issues. Collaborate with the residence life staff and public safety staff to respond to student disciplinary matters which may include investigating incidents, conducting administrative hearings, referring cases and writing regular reports. When hearing panels are warranted, ensure that they are conducted properly.
- Lead the behavioral intervention team and consult with faculty, staff and students on processes and protocols related to student behavioral intervention, and crisis management. Address the topics of successful transition to CSI, appropriate behaviors, and healthy student relationships at the new student orientation.
- Disseminate CSI, CUNY and other related policies and regulations and advise/educate the College community on matters concerning student rights and responsibilities. Keep current on laws of higher education that relate to student services.
- Develop and maintain strong partnerships with the Division of Academic Affairs to ensure the Division is an effective partner in promoting student development and academic momentum.
- Lead the Division’s Title IX process. Work closely with the College’s Chief Diversity Officer and Human Resources to ensure all protocols are followed and personnel are appropriately trained.
- Collaborate frequently with Academic Affairs, the Office of Diversity and Compliance, the Department of Public Safety, Human Resources and Legal Counsel on an integrated approach to student issues and VAWA, SaVE, Clery Act, mandatory reporting of suspected abuse of minors, and other laws.
- Chair committees related to emergency aid, food insecurity, residence life, and student concerns. Serve as the liaison to the residence hall, Dolphin Cove, and ensure excellence in service to our residents.
- Work closely with the Director of Assessment to provide for long-range planning and assessment for the areas of responsibility. Work with directors to create and implement innovative campus programming and services.
- Work with the Vice President to expand efforts for increasing funding support for student success.

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 include:
- Master’s degree preferred.
- Related experience in areas of student affairs, diversity, or advocacy/support program.
- Eight years of administrative experience, preferably in a fast-paced higher education environment.
- Ability to respond effectively to sensitive matters and maintain confidentiality where appropriate.
- Strong analytical, critical thinking, and problem-solving skills.
- Ability to work effectively with faculty, students, administrators, alumni, and the local community.
- Strong attention to detail and demonstrated ability to multitask.
- Excellent written, presentation, and oral communication skills.
- Ability to work well under pressure, meet deadlines, problem solve; can work well both independently and in team-based settings.
- Commitment to a comprehensive, student-centered environment that facilitates learning and student development and success.
- Advanced knowledge of the laws of higher education relating to student services.

CUNY TITLE

Assistant Administrator

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 https://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

March 30, 2020

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.