**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 10,000 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 directly to the Executive Chief Diversity Officer (ECDO) and providing support within the newly formed Office of Diversity, Equity, and Inclusion (ODEI), the Assistant Director of Institutional Equity and DEI programs will assist in all matters related to compliance, establishing process flows/policies, and creating programs that are focused on various components of diversity, equity, and inclusion. We are seeking a qualified candidate that is looking to grow in their career and experience to join a diverse team of scholars and practitioners within ODEI that are passionate about this work as well as our institution.

Additional duties include, but are not limited to:

- Managing compliance pertaining to all aspects of recruiting which includes clear documentation and tracking.
- Writing and reviewing memos pertaining to investigations of discrimination, harassment, and retaliation; fielding complaints and managing software and creating an effective tracking system of complaints.
- Overseeing and coordinating key events and initiatives planned by the Office of Diversity, Equity and Inclusion, including workshops, meetings, trainings, special
events, etc. Partnering with other stakeholders on the campus to provide consultation of DEI programs. Assisting with analyzing and evaluating DEI initiatives and programs including survey evaluation and providing reports on these initiatives.

- Working in a highly collaborative manner to facilitate intersection among students, faculty and staff to promote intercultural understanding and creating and enhancing a supportive campus climate.
- Tracking and measuring progress and efforts towards improving diversity, equity, inclusion and belonging across the campus and coordinates both internal and external collaborations.
- Managing program resources, executing logistics, and facilitation communication for all committee meetings and DEI strategic initiatives to ensure a successful experience.
- Supporting DEI strategy, program and measurement design re: research, trend analysis, communications, and data reporting ensuring high quality and on time delivery.
- Performing other duties as required or assigned which are reasonably within the scope of the duties enumerated above, including but not limited to creating and maintaining the DEI library, assisting in grant proposals and research, managing the Divisional newsletter, revising and updating communication on our website and internal documents, serving and/or co-leading the DEI council and supervising work-study students.

QUALIFICATIONS

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

Preferred qualifications include:

- Master's degree in business, any social science or counseling field, or certifications in diversity, equity, inclusion, and compliance
- 2+ years of creating DEI programs and performing data analysis

CUNY TITLE OVERVIEW

Provides administrative and program support to an administrative or academic department.

- Oversees department operations and assists management in planning department activities, creating schedules, assigning staff and preparing and delivering department communications.
- Works with appropriate offices related to personnel recruitment, expediting search activities
- Research coordinates and organizes materials for key events such as promotion and tenure reviews.
- Supervises and trains support staff and student workers.
- Manages budget and coordinates purchasing, accounting, and payroll.
- Provides instructions and basic advice to students, faculty, and others seeking information on department activities, policies, and schedules.

- Performs related duties as assigned.

Job Title Name: Administrative Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$52,267 - $56,447

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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.

CLOSING DATE

October 20, 2023

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.