

Job Description

Job Title:	Associate Dean of Academic Affairs
Job ID:	15168
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Hostos Community College seeks an Associate Dean for the Office of Academic Affairs (OAA). Reporting directly to the Provost/Vice President of Academic Affairs, the Associate Dean of Faculty Development and Curriculum has oversight and management over the college's curriculum and curricular initiatives, faculty development programs, and activities as well as serves as a member of the Executive Cabinet of OAA providing counsel and feedback on policy and administrative issues.

Responsibilities include the following:

- Supervises and manages registration and course enrollment.
- Coordinates the schedules of all academic departments.
- Represents OAA on the College-wide Curriculum Committee.
- Coordinates and prepares curricular items for submission to the Board of Trustees.
- Works with departments to develop and implement new associate degree programs, certificates, and courses.
- Liaises with faculty leaders and academic program directors to maintain the integrity of the division's vision and to ensure staff-to-staff cooperation between OAA and diverse offices.
- Coordinates day-to-day communications with faculty and works to resolve faculty concerns and issues.
- Oversees the Center for Teaching and Learning, faculty development initiatives, and orientations.
- Oversees the ASAP, College Now, and Early College programs.
- Develops and manages special academic programs and initiatives.
- Works with the Provost, chairs, and coordinators on strategic planning, operational planning, and institutional assessment.
- Represents the Provost at College and CUNY academic programs and social events as needed.
- Assumes other related duties assigned by the Provost/Vice President of Academic Affairs.

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.

In addition to the above qualifications, the following are preferred:

- Ph.D. or Ed.D.
- Familiarity with City and State Department of Education regulations and the CUNY student information systems (SIMS) strongly preferred
- Demonstrated strong interpersonal and communication skills and an ability to work in a multicultural

environment

- Demonstrated collegial style of leadership that will support and retain faculty and staff in their efforts to provide an excellent academic environment
- Demonstrated administrative managerial experience with a record of increasing responsibility in higher education
- Availability to work evening and weekend hours
- Bilingual in English and Spanish

CUNY TITLE

Associate Dean

COMPENSATION AND BENEFITS

Maximum salary is \$125,000 and 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

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment", "Job Postings on CUNYfirst", and "Search Job Listings."

Please attach resume, cover letter and the names, addresses, and telephone numbers of three professional references.

CLOSING DATE

September 3, 2016

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.
