

Job Description

Job Title:	Confidential Executive Officer - Office of the President
Job ID:	17159
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Reporting directly to the President of the College, the Confidential Executive Officer will undertake major campus wide presidential initiatives, requiring a high level of judgment and expertise in working with a wide range of internal and external constituencies on behalf of the President or his designee. The position will be responsible for managing a wide-ranging portfolio of commissions, from serving as the College's liaison for assignments requiring intercollegiate collaboration, serving as the President's Press Secretary, and in some cases, serving as the public face for the Office of the President, to interfacing and working one-on-one with staff of all ranks across the City University of New York, faculty, students, community and cultural leaders, public officials, and the press.

As Hostos Community College's demographic profile continues to shift, the College's international reach and exposure is concurrently expanding. As such, the Confidential Executive Officer will operate in multi-lingual and multi-cultural environments as well as interact with members of the press at a local, national, and international levels. This individual must adapt to swift local and national policy affecting public education in general, and in an urban setting, in particular. The Confidential Executive Officer will assess and leverage all manner of claims, proposals, and solicitations that come to the President's Office. S/he will introduce and implement strategy ventures that impact the institution's short- and long-term objectives.

In addition to the duties indicated in the CUNY title overview section, the successful candidate will be responsible for, but not limited to, the following:

- Acts as Press Secretary and special advisor to Hostos Community College President, at times standing as spokesperson for the Office of the President serving for matters of institutional impact.
- Serves as liaison to outside constituencies upon the President's request.
- Handles highly confidential matters for the President or designee.
- Develops and curates specialized undertaking for the College with responsibility for outcomes to produce major works that commemorate, enrich, and optimize academic achievement, advance economic opportunity to its students and alumni, promote safety and support the College's short and long-term objectives.
- Acts as official liaison for internal and external commissions, connecting all the major divisions of the College: Office of Academic Affairs, Administration and Finance, Student Development and Enrollment Management, Workforce Development and Institutional Advancement.
- Establishes, cultivates and maintains a professional and balanced working environment with a wide-ranging representation of cohorts of all ranks of Hostos Community College, The City University of New York, community and cultural leaders of the New York City Tri-State area, the press and

beyond.

- Leads an effective team of inter-campus collaborators.
- Evaluates division and unit activities and financial reports to devise ways of leveraging resources for long-term projects that will require multiple team types.

QUALIFICATIONS

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

The following qualifications are preferred:

- Advanced degree in related field
- Ability to cultivate, establish and maintain a professional and balanced working environment with internal and external stakeholders of all educational and professional ranks
- Exceptional communications and interpersonal skills
- Exceptional project management and production execution skills
- Proficiency with technological trends
- Advanced knowledge use of Microsoft Office, Excel, Power Point and Apple's Numbers, Pages, and Keynote platforms
- Savvy understanding of productivity and publishing applications such as GarageBand, Final Cut Pro, Adobe Creative Cloud, Plug-ins, etc..
- Availability to work evening and weekend hours
- Bilingual skills in English and Spanish

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

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

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

Please attach resume, cover letter and three professional references.

CLOSING DATE

December 10, 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.
