Job Title: Deputy Director (Confidential Executive Associate)

Job ID: 22612

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The mission of the Division of Administration and Finance is to ensure that business and administrative support services of the College function ethically, efficiently, and effectively; to develop and communicate clear and concise operating policies and procedures; to provide exceptional management of the college’s financial, human and physical resources; and to enhance and promote the use of technology to improve efficiency and modernize business practices.

Reporting directly to the Senior Vice President of Administration and Finance, the Associate Director of Operations (Confidential Executive Associate) will provide operational and administrative support to the Senior VP at the divisional level. Duties include, but are not limited to, the following:

- Supports the operations and activities of all departments/units reporting to the Vice President of Administration & Finance, including the Budget Office, Campus Planning and Development, Campus Operations, Business Office, Human Resources, Information Technology, Procurement & Property Management, Accounts Payable, Bursar’s Office, and Public Safety.
- In collaboration with the SVP of Administration & Finance and department/unit heads, manages planning, assessment, and resource alignment activities for the division, including the College Strategic Plan, Operational Plans, unit-level annual planning and assessment, and other processes. Assists department/unit heads with developing targets, activities, productivity standards, and metrics; compiles supporting evidence; and reports results.
- Monitors reporting cycles, deadlines, and activities for divisional and college-wide assessment and planning activities; oversees completion and submission of documents in a timely manner; performs follow-up with departments on the SVP’s behalf; maintains records and documents as needed.
- Serves on the AES Assessment Committee (AESAC) to support assessment practices within Administrative, Educational, and Student Support (AES) units throughout the college.
- Works collaboratively on MSCHE (Middle States Commission on Higher Education) accreditation activities for the college’s self-study and periodic review; participates in MSCHE working groups, reviews draft reports, and provides supporting documentation.
• Writes and edits reports, proposals, presentations, memos, and other content for the SVP and the division, addressing the communication needs of audiences with varying degrees of subject knowledge.
• Manages communication strategy and develops content to support division operations and special projects, working in consultation with the SVP, department/unit heads, and other stakeholders. Identifies needs, target audience, key messages, and appropriate channels for the distribution of all types of communications.
• Works cross-divisionally with other areas at the college to prepare informational reports and presentations in support of initiatives.
• Handles requests for information from colleagues and others internal and external to the college.
• Oversees web content for all department/unit heads in the division; assists all units with publishing web-based content and documentation through the college’s web-based content management system (CMS).
• Serves on college-wide committees and works with colleagues on ad-hoc initiatives.
• Conducts research, analyzes information, and prepares reports as needed by the SVP.
• Manages special projects and duties as needed by the SVP.
• Leads meetings and operational efforts as needed.
• Serves as the SVP’s representative for internal and external matters as needed.
• Supports and manages compliance by developing best practices and advising units regarding existing guidance, industry and institutional regulations, and legal requirements.
• Essential duties require on campus presence.

QUALIFICATIONS

Bachelor’s degree and six years' related experience required.

The following qualifications are preferred:

• Masters and/or PhD. in a related field.
• Exceptional research, writing, analytical, and editing skills.
• Excellent interpersonal and communication skills.
• Ability to break down complex information in a simplified version easily understood to a “lay audience.”
• Possess design thinking and the ability to understand processes and workflows both as a whole system and the individual parts (high and low scope); the ability to consider both current and future needs.
• Critical thinking: recognize and assist others in identifying gaps and needs.
• Ability to execute tasks intentionally in a fast-paced environment.
• Computer applications proficiency in Microsoft Word, Excel, and Powerpoint; skillful with learning new/emerging technology.
• Congenial team player—thrives in a diverse environment.
CUNY TITLE OVERVIEW

Supports a Campus or University Executive as a confidential assistant in a variety of activities and initiatives as a key team member.

- Organizes and manages projects involving different areas of the Campus or University community, with responsibility for project outcomes
- Represents the Executive's unit in Campus or University-wide activities, including committees, special initiatives, and implementation of new processes or technology
- Independently carries out a portfolio of responsibilities under the Executive’s purview, such as approvals, student interactions, and monitoring of key activities
- Manages communications within and outside the unit related to areas of responsibility
- May serve as Manager of a large Executive Office
- Performs related duties as assigned.

This position is excluded from union representation.

CUNY TITLE

Higher Education Associate

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.

IMPORTANT NOTICE: Health Plan Coverage for Employees Hires on or after July 1, 2019 City of New York employees and employees of Participating Employers and their eligible dependents hires o nor after July 1, 2019 will only be eligible to enroll in the EmblemHealth HIP HMO Preferred Plan and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment will have the option to either remaining in the HIP HMO
Preferred Plan or selecting a different health plan within 30 days before the end of the 365th day period. If a new health plan is selected, the new plan will be effective on the 366th day.

Only after the 365th day can the employee participate in any Annual Fall Transfer Period.

An employee who needs to request an exemption from the required enrollment in the HIP HMO Preferred Plan can do so by submitting a HIP HMO Opt-Out Request Form to EmblemHealth. An employee, or eligible dependent must meet certain criteria and the requires must be approved by EmblemHealth before the exemption is granted. The HIP HMO Opt-Out Request From and HIP service area are available on the EmblemHealth website.

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

Open until filled with review of applications to begin August 10, 2021

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.