

THE CITY UNIVERSITY OF NEW YORK
CAREER OPPORTUNITY
The CUNY Leadership Academy

Title: Leadership Academy Director for Programs & Research

Location/Department: Central Office of Student Affairs

Position Details

FLSA Status:

Compensation: Commensurate with education and experience

Web Site: www.cuny.edu

Notice Number:

Closing Date:

POSITION DESCRIPTION AND DUTIES

The CUNY Leadership Academy, an initiative of the Vice Chancellor for Student Development and the Central Office of Student Affairs, develops co-curricular leadership programs and will administer a co-curricular transcripts program available to students across the City University of New York system. The Academy brings together best practices in leadership development programs from various CUNY Colleges and around the nation to develop University-wide opportunities for outstanding student leaders.

Under the supervision of the Executive Director, the Director of Programs & Research will be responsible for working with the Curriculum Development Team and coordinating, managing, and implementing all aspects of the program and related research. The Director will serve as the primary liaison to partner programs across CUNY and will be responsible for supervising program and administrative staff as well as graduate assistants in a team environment.

Responsibilities include, but are not limited to the following:

- Develop and maintain effective working relationships with The CUNY Leadership Academy team, Advisory Board, Curriculum Development Team, Central Student Development Administration, and liaisons from leadership programs across CUNY
- Develop and maintain effective working relationships with faculty and staff in academic departments and other administrative offices
- Co-chair the Leadership Development Council, made up of representatives from leadership development programs from the CUNY Colleges and focused on sharing resources and developing best practices
- Lead the curriculum development team in ongoing development of curricula for all Academy programs
- Coordinate research projects, supervise research assistants, and contribute to publications including but not limited to professional journals, promotional materials, and the Academy and Student Affairs websites
- Serve as a teaching staff member for Academy programs, conduct seminars, and speak at various events as a representative of the Academy and Student Affairs
- Work with the Executive Director, the Advisory Board, and senior administrators to set CUNY Leadership Academy priorities, policies and procedures, and manage the development and implementation of annual plans, corresponding budgets, and submission of reports
- Provide support for, and at times lead, campus, community, and public relations initiatives
- Develop and conduct informational and orientation sessions for various constituencies on program offerings, and represent The CUNY Leadership Academy at conferences and with external peer institutions and organizations at the state, national and international levels
- Work closely with, and provide information and other support for fund development personnel
- Work with other Academy and Student Affairs administrators and staff on special projects, the Co-curricular Transcripts Program, and other duties as assigned by the Executive Director

QUALIFICATION REQUIREMENTS

- A bachelor's degree and six years of related experience required; Master's Degree preferred; minimum of 4 years experience in leadership development required
- Excellent interpersonal, communications, organizational, time management, and presentation skills as well as a strong work ethic and the ability to excel in a diverse team environment required
- Successful experience working with diverse student populations required
- Ability to be flexible in order to work within a dynamic student affairs program schedule required

- Strong understanding of, and experience with, student development, the Social Change Model of Leadership and leadership development research, theory, and practice preferred
- Teaching experience preferred
- Experience with program development, public relations, leadership development research, and/or a working understanding multicultural education preferred

TO APPLY

Please send your cover letter, resume/CV, and contact information for a minimum of three (3) professional references to:

CUNY Office of Student Affairs
101 W. 31st Street, 12th Floor
New York, NY 10001

Att: Kisha Fuentes “Director of Programs & Research Search”

*If you have any questions please contact Kisha Fuentes at 646-344-7291 or Kisha.Fuentes@mail.cuny.edu