

Academic Affairs Manager (HEA)
City University of New York

Direct Link: <https://www.AcademicKeys.com/r?job=232730>

Downloaded On: May. 8, 2024 6:09pm

Posted Mar. 11, 2024, set to expire Jul. 11, 2024

Job Title	Academic Affairs Manager (HEA)
Department	CUNY Graduate School of Public Health and Health Policy
Institution	City University of New York New York, New York
Date Posted	Mar. 11, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Public Health/Management/Administration Public Health/Biostatistics/Epidemiology Health Services/Research & Policy Health Administration & Policy
Apply Online Here	http://www.cuny.edu

Apply By Email

Job Description

Job Title:	Academic Affairs Manager (HEA)
Job ID:	27981
Location:	CUNY Graduate School of Public Health and Health Policy
Full/Part Time:	Full-Time

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Regular/Temporary: Regular

POSITION DETAILS:

The City University of New York (CUNY) Graduate School of Public Health and Health Policy offers cutting edge graduate degree programs, designs and evaluates public health initiatives, and conducts applied research aimed at promoting population health and social justice. Reporting to the Senior Associate Dean for Academic and Student Affairs (Chief Academic Officer or CAO), the Academic Program Manager will play a strategic role in supporting the planning and managing of the school's academic programs and educational initiatives, and promoting academic innovation, quality and student success

In collaboration with the CAO and faculty leaders, specific responsibilities will include but are not limited to:

- Manage the development of new academic programs and the evaluation and redesign of existing academic programs, in response to public health and workforce needs.
- Develop and track meaningful metrics for evaluating academic program quality and success.
- Administer and streamline academic administrative systems, policies and procedures.
- Provide curriculum support and assessment to faculty related committees and initiatives.
- Manage special projects related to global health, sexual and reproductive health, ending gender based violence, environmental justice and gender justice.
- Manage collaborations with global health governance architecture including UN Women, UNFPA, WHO, UNAIDS, and other multilateral entities.
- Develop policy lines of work related to environmental science, land use, access to treatment and care and sexual and reproductive health.
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Develop and implement systems for monitoring and assuring the quality and consistency of academic offerings, such as the MPH core curriculum.

- Supervise full-time and part-time Academic Affairs staff
- Perform related duties as assigned

QUALIFICATIONS:

Bachelor's degree and six years' related experience required

Preferred Qualifications

- Master's degree in educational or public administration, public health or a related field.
- Experience developing and managing academic programs in a higher education setting.
- An understanding of graduate public health education.
- Demonstrated interest in and enthusiasm for revitalizing existing and launching new academic programs
- Strong work ethic, a high degree of personal integrity, professionalism, discretion, confidentiality and diplomacy.
- Experience working in complex organizational structures and working collaboratively with diverse stakeholders to navigate change.
- Ability to work independently and make sound, evidence-based decisions.
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Outstanding written and oral communication skills, with impeccable orientation to detail.

- Experience effectively managing multiple complex priorities.
- Demonstrated commitment to equity, diversity and inclusion.

CUNY TITLE OVERVIEW

- Manages College activities and operations related to Academic matters, under a senior administrator.
- Implements and monitors an array of functions and programs in the Office of Academic Affairs
- Coordinates academic program administration; ensures quality of service delivery to students
- Assists Director with developing strategic plan and evaluating outcomes; prepares management reports
- Liaisons with faculty and professional staff in departments and offices across the College
- May manage professional and/or clerical staff
- May act on behalf of Director in his/her absence
- Performs related duties as assigned.

Job Title Name: Academic Affairs Manager

CUNY TITLE

Higher Education Associate

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FLSA

Exempt

COMPENSATION AND BENEFITS

\$90,375 - \$100,329. 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

If you are viewing this job posting on CUNYfirst as an internal candidate, please click on "Apply for Job" on the top of the page and follow the instructions.

If you are viewing this job posting externally, please apply as follows:

- Go to www.cuny.edu and click "Employment"
- Click "Search Job Posting"
- Click on "All Postings"
- Search by Job Opening ID (27981)
- Click on "Apply Now" and follow the instructions

The uploaded curriculum vitae or resume and cover letter must be in .doc, .docx, .pdf, .rtf, or text format.

CLOSING DATE

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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

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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