

Job Vacancy Notice

Job Title: Research Programs Director - President's Office
Job ID: 22783
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Transforming the lives of countless individuals, Eugenio Maria de Hostos Community College provides a gateway to upward socioeconomic mobility, intellectual growth, and lifelong learning. The College was initially established in 1968 with a central mission to meet the needs of the South Bronx community and to provide access to higher education. Students thrive in a supportive, diverse, and multicultural setting.

The College serves the surrounding communities through continuing education, cultural events, and engagement in workforce development and community revitalization. Through 27 associate degree programs, 2 certificate programs, and transitional language instruction, 6,500 plus students enroll each year in degree programs. In addition, almost 14,000 students annually enroll in professional development courses and certificate-bearing workforce training programs offered through the College's award-winning Division of Continuing Education & Workforce Development.

The Research Program Director reports directly to the President of the College and is responsible for managing and overseeing a fifteen million dollar grant—The MacKenzie Scott Grant. Serving as the project manager of the grant, the Research Program Director will ensure that grant initiatives align with both the mission of the College and the intent of the MacKenzie Scott Gift. Duties include, but are not limited to the following:

- Serves as project manager and Grants Director for the MacKenzie Scott Grant and other grants as assigned.
- Develops and manages multiple college-wide grant funded initiatives aligned with the priorities of the MacKenzie Scott grant.
- Oversees all MacKenzie Scott grant activities.
- Designs quantitative evaluation methods to ensure that objectives will be met in final reports.
- Responsible for writing all proposals, interim, and final reports.
- Hires, manages and develops staff working under MacKenzie Scott Grant.
- Monitors budgets and processes purchase requisitions.
- Essential duties require on campus presence.

QUALIFICATIONS

Bachelor's degree and eight years' related experience required, as well as a thorough knowledge of governmental regulations and compliance requirements and grant and contract management.

The following qualifications are preferred:

- Advanced Degree in related field.
- Experience with all types of funding sponsors - Government (i.e. DOL, DOH, NEH, NSF, NYSED, NYDOL, NYC), Corporate Foundations, and Private Foundations.
- Excellent interpersonal, communication, and writing skills; expertise in writing and/or editing proposals.
- Thorough knowledge and understanding of pre-award requirements and federal regulations.
- Ability to be an effective team member and establish excellent working relationships with colleagues, sponsors, and external organizations.
- Strong knowledge of Uniform Guidance, 2-FRC-200.

CUNY TITLE OVERVIEW

Provides campus-wide leadership and administrative support in the development and administration of grants and contracts.

- Manages grants, research projects and proposals, and pre- and post-award activities
- Participates in short- and long-term planning of research programs that meet academic and institutional priorities
- Identifies and analyzes potential funding sources
- Oversees grant development activities, policies, and procedures
- Reports on the advancement and completion of research projects to senior management and outside organizations
- Provides fiscal oversight related to research programs
- Oversees compliance with internal and external policies and regulations
- Directs professional development, information sharing, and collaborative communications related to research campus-wide
- Manages the unit's staff
- Performs related duties as assigned.

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 include cover letter, resume and three professional references

CLOSING DATE

Open until filled with review of applications to begin September 30, 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.
