Job Vacancy Notice

Job Title: Professional School Associate Dean for Administration and Finance - CUNY School of Law

Job ID: 17883

Location: CUNY School of Law

Regular/Temporary: Regular

POSITION DETAILS

Reporting directly to the Dean of the Law School, the Associate Dean for Administration and Finance (the “Admin/Finance Dean”) is the Law School's principal non-academic officer. As chief operating officer, the Admin/Finance Dean is responsible for the efficient operation of Law School services and systems, and for ensuring that all administrative departments and functional areas engage in best practices, provide excellent customer service and work well together. The administrative departments include: information technology, facilities, human resources and payroll, budget and finance, procurement, purchasing and accounts payable, bursar, financial aid, reprographics, mail, security and public safety, and such other departments that may be created at the Law School. The Admin/Finance Dean is also responsible for providing administrative support to the Law School’s non-tax levy operations, the compliance of all departments, and of the Law School, in general, with all applicable state and federal laws, as well as City University of New York policies and procedures.

The Admin/Finance Dean is responsible for the sound operation and maintenance of the Law School and common areas of the building and for supporting, managing, and retaining a well-qualified staff. He/She creates and supervises training and professional development programs, charges the Staff Quality-of-Life and Professional Development Committees, and ensures that evaluations of all staff are done in a timely and thorough fashion and in a way that assists staff to improve their performance.

The Admin/Finance Dean is responsible for all areas of financial planning, financial management, and budget, including all tax levy and IFR accounts, the accounts of the Law School Foundation, the Law School Justice & Auxiliary Services Corporation, and all other non-tax levy accounts. The Admin/Finance Dean will provide substantive input and support to strategic planning initiatives, the Personnel & Budget Committee, the Dean, the faculty, and the Law School's non-tax levy programs, through budget planning and reporting, and financial analysis and modeling.

The Admin/Finance Dean sits on the Dean’s cabinet or senior leadership group, the University's Administrative Council, and the Board of Managers of the 2 Court Square Condominium Corporation. The Law School governance responsibilities of the Admin/Finance Dean also include chairmanship and general supervision of the Administrative Screening and Review Committee. The Admin/Finance Dean is responsible for the good governance of the Law School Foundation, Law School Justice & Auxiliary Services Corporation, Main Street Legal Services, Inc., and any and all other not-for-profit corporations, programs, and centers related to or affiliated with the Law School. To that end, the Admin/Finance Dean sits on the boards of the not-for-profit corporations, and has such other board or committee assignments as the Dean, in her discretion, shall make.

The Admin/Finance Dean is directly responsible for the continued good repair, improvement, and upgrading of the Law School's capital facilities. The Admin/Finance Dean is responsible for the Reso A process, five-year capital plan, and all other means of funding in addition to carrying out major construction projects in the Law School. Space and Arts Committees report to the Admin/Finance Dean.

QUALIFICATIONS

https://hrsa.cunyfirst.cuny.edu/psc/cunyhrms/EMPLOYEE/HRMS/.../12/8/17, 12:59 PM
This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

OTHER QUALIFICATIONS:
MBA or other appropriate advanced degree preferred, JD favored.

Also required: a minimum of 5 years' experience at an executive level in higher education or another publicly funded institution; proven ability to supervise staff and administrators in a variety of different departments, and to work in a diverse environment; knowledge and experience with networked information technology; excellent organizational, communication (oral and written), facilitation, and collaborative and interpersonal skills. Must be self-initiating and able to manage multiple tasks and projects.

Preferred: experience with either CUNYfirst or another PeopleSoft system and with FundEZ; experience with Foundations, particularly their legal, accounting, or board management aspects.

CUNY TITLE
Professional School Associate Dean

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
To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE
Applications will be accepted until January 19, 2018.

JOB SEARCH CATEGORY
CUNY Job Posting: Executive

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.