

Job Title	Associate Dean for Administration and Finance - Law School
Job ID	28440
Location	CUNY School of Law
Full/Part Time	Full-Time
Regular/Temporary	Regular

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POSITION DETAILS

City University of New York (CUNY) School of Law seeks highly qualified candidates for the position of Associate Dean for Administration and Finance.

CUNY School of Law is a national leader in progressive legal education. Its dual mission is to train diverse students to become excellent public interest attorneys and provide access to the profession for members of historically underrepresented communities. As part of its mission, the school prepares students to practice “Law in the Service of Human Needs.”

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 chief operating officer and is part of the dean’s senior leadership team. The Admin/Finance Dean is responsible for the efficient operation of Law School services and systems and ensuring that all administrative departments and functional areas engage in best practices, provide excellent service, and work well together.

The Admin/Finance Dean leads several administrative departments, including: information technology, facilities, human resources and payroll, budget and finance, procurement, purchasing and accounts payable, bursar, reprographics, mail, security and public safety, and such other related departments that may be created at the Law School.

This broad scope of responsibility means that the Admin/Finance Dean leads departments that are responsible for:

- Providing support to the Law School’s non-tax levy operations, including good governance and 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, Main Street Legal Services, Inc., any and all other not-for-profit corporations, programs, institutes, and centers related to or affiliated with the Law School, and all other non-tax levy accounts.
- Sound operation and maintenance of the Law School and common areas of the building, including good repair, improvement, and upgrading of the Law School’s facilities.
- Supporting, managing, and retaining a well-qualified staff,
- the compliance of all departments and of the Law School, in general, with all applicable state and federal laws and City University of New York policies and procedures.

The Admin/Finance Dean provides 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 University's Administrative Council and the Board of Managers of the 2 Court Square Condominium Corporation. The Admin/Finance Dean's law school governance responsibilities also include chairmanship and general supervision of the Administrative Screening and Review Committee.

The Admin/Finance Dean takes lead responsibility 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.

QUALIFICATIONS

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.

PREFERRED QUALIFICATIONS

- MBA or other appropriate advanced degree.
- 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.
- Self-initiating and able to manage multiple tasks and projects.
- Experience with either CUNYfirst or another similar ERP; experience with foundations, particularly their legal, accounting, or board management aspects.

CUNY TITLE

Professional School Associate Dean

COMPENSATION AND BENEFITS

\$172,000 - \$180,000

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

Visit cuny.jobs, 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.

Candidates should provide a resume and cover letter.

CLOSING DATE

Applications will be accepted through June 9, 2024.

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.

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