

Job Title: Communication Director

Full/Part Time: Part-Time, 20 hours per week

Description:

Based in the CUNY Office of Academic Affairs and reporting to the University Associate Dean of Faculty Affairs, who also serves as the Director of TLH, the Communication Director will join an institution with strong support for teaching and will be part of an enthusiastic and collaborative community of faculty members and staff working together to educate and equip the next generation of students and scholars. The College Assistant will perform a wide variety of administrative, office management, and clerical responsibilities related to the TLH program and the CUNY Innovative Teaching Academy.

Duties include but are not limited to:

- Contributes to development of and maintenance of the TLH and the CUNY Innovative Teaching Academy websites
- Assist in the identification of teaching and pedagogy resources relevant to TLH and the CUNY Innovative Teaching Academy
- Assist with TLH and CUNY Innovative Teaching Academy events and contribute to event planning.
- Assist in the organization of presentations about the TLH and the CUNY Innovative Teaching Academy
- Facilitate communication and act as liaison; assist with public communications and a strong media presence (social media and traditional media) for TLH and the CUNY Innovative Teaching Academy
- Maintain orderly and comprehensive physical and digital files.
- Act as the program's representative to external constituents as needed.
- Understand organizational policies and procedures necessary.
- Other tasks as assigned

Qualifications:

The ideal candidate will possess the following experience, knowledge, skills, abilities, training, or certifications:

- Experience working in higher education, especially within CUNY
- Interest in higher education administration, teaching, and pedagogy
- Experience assisting in organizing and planning events
- Experience working collaboratively in diverse and interdisciplinary environments
- Experience working with and commitment to diverse communities
- Interest in working with and supporting underserved student populations

- Computer proficiency using MS Office, web-based tools/programs and digital or social media applications