

Job Description

[◀ Previous Job](#)

Director of the Joseph S. Murphy Institute

[Next Job ▶](#)

[Apply for Job](#)

Job ID 26110

Full/Part Time Full-Time

Location Sch. of Labor & Urban Studies

Regular/Tem... Regular

[☆ Add to My Favorite Jobs](#)

[✉ Email this Job](#)

POSITION DETAILS

The CUNY School of Labor and Urban Studies (SLU) offers undergraduate and graduate degree programs in Labor and Urban Studies that are designed to meet the needs of working adults as well as traditional-age college students who seek to learn more about the challenges confronting poor and working-class populations in the workplace and in the community. It also collaborates with other units of CUNY to offer a range of college-credit programs designed to give workers the academic and technical skills they need for professional advancement. SLU faculty includes distinguished scholars in the social sciences as well as expert practitioners in government, labor, social justice advocacy, and public service.

The School's Joseph S. Murphy Institute is a collaboration between the University and New York City labor unions, for the purpose of serving the educational, policy, and research needs of unions, allied organizations, and their members. To fulfill this mission, the Institute conducts applied research, offers leadership development programs, hosts monthly forums and annual national conferences, and publishes articles, books, and a national labor journal to promote debate on issues critical to the future of organized labor and working-class communities.

The Director will report to the Dean; serve as a member of the Institute's senior staff; and:

- Direct the Murphy Institute's Worker Education Initiative to strengthen the educational and professional opportunities for union workers
- Oversee ongoing Institute projects and develop new collaborations within school, unions, and other partnerships that support the mission of SLU
- Direct all aspects of the Institute's journal, *New Labor Forum*
- In collaboration with faculty, direct the Institute's public programming, which includes monthly forums, annual conferences, a T.V. show, and a podcast
- Develop, direct, and assess non-credit programming and training for social justice advocates and leaders
- Direct strategic planning, evaluation, and budgetary oversight of Institute projects and programs
- Carry out various Institute-wide projects as assigned by the Dean
- Perform other duties as assigned.

Note: Until further notice, this is a hybrid position, eligible to work both remotely and in the office. Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

QUALIFICATIONS

Bachelor's Degree and eight years' relevant experience required.

Preferred Qualifications

- Advanced degree in the social sciences
- Broad knowledge of the U.S. and international labor movements
- Knowledge of racial and economic justice organizations and campaigns
- Executive editorial experience
- Knowledge of popular education methodology and noncredit curriculum development
- Design and management of public programming
- Ability to work effectively with internal and external partners
- Excellent presentation, written and oral communication skills
- Strong computer skills

CUNY TITLE OVERVIEW

Directs a specialized academic and/or research center.

- Designs, implements and monitors curriculum for programs sponsored by the Center
- Oversees the design and delivery of courses and workshops; assesses learning outcomes
- Develops and manages Center's budget and operations
- Implements ongoing faculty and/or student development activities
- Plans, develops, and initiates strategies for generating resources and/or revenues
- May seek and acquire grant funding to further advance Center initiatives
- Manages professional and clerical staff
- Performs related duties as assigned.

Job Title Name: Academic Center Director

CUNY TITLE

Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

Annual salary between \$111,560 - \$141,858, commensurate with education, credentials 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.

IMPORTANT NOTICE: Health Plan Coverage for Employees Hired on or after October 1, 2022

City of New York employees and employees of Participating Employers and their eligible dependents hired on or after October 1, 2022 will only be eligible to enroll in the Emblem Health HIP HMO Preferred Plan and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, the employee will have the option of either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365th day period. If a new health plan is selected, the new plan will be effective on the 366th day. Only after the 365th day can the employee participate in any Annual Fall Transfer Period.

An employee who needs to request an exemption from the required enrollment in the HIP HMO Preferred Plan can do so by submitting a HIP HMO Opt-Out Request Form to Emblem Health. An employee, or eligible dependent, must meet certain criteria and the request must be approved by Emblem Health before the exemption is granted. The HIP HMO Opt-Out Request Form and HIP service area are available on the Emblem Health website.

HOW TO APPLY

For full consideration, submit a cover letter and resume online via CUNY's web-based job system, addressing how your experience and credentials meet the responsibilities and qualifications outlined. The direct link to the job opening from external sources is:

<https://hrsa.cunyfirst.cuny.edu/psc/erecruit/EMPLOYEE/HRMSCG/c/HRSHRAMFL.HRSCGSEARCHFL.GBL?Page=HRSAPPJBPSTFL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=26110&PostingSeq=1>

Current CUNY employees must apply through CUNYfirst Employee Self Service using their login credentials. After you login, click the Careers tile on the Employee Self Service Menu page to view job openings.

CLOSING DATE

Open until filled.

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.