The Position:
The State University of New York (SUNY) is seeking a highly proactive, energetic, and organized operations program manager to plan and coordinate the day-to-day administrative and operational activities of SUNY’s Hispanic Leadership Institute (HLI), Black Leadership Institute (BLI), and the Asian American, Native Hawaiian, Pacific Islander Institute (AANHPI). These professional development programs aim to identify, foster, and support the development and retention of current and emerging leaders for an increasingly diverse university system and nation.

Reporting to the associate vice chancellor for executive recruitment and leadership development, the Leadership Operations Program Manager will be an integral part of the team and play a role in the successful execution of the programs throughout the calendar year. The position will require independent coordination of the various programs and program planning and implementation.

Duties and Responsibilities:
The wide-ranging responsibilities of this position include but are not limited to:
- Manage day-to-day administrative support for SUNY’s HLI, BLI, AANHPI, and other leadership programs.
- Write, edit, and coordinate correspondence, promotional and educational materials, newsletters, and/or brochures, as needed for the programs.
- Oversee the nomination and application process for all programs.
- Facilitate communication with applicants and campus leadership.
- Support the implementation of SUNY-wide monthly leadership programming initiatives.
- Organize steering committee meetings and perform related tasks.
- Liaise with speakers and facilitators for meetings and events.
- Collaborate with the SUNY Design & Printing team to create signs, flyers, and certificates.
- Maintain and update the leadership program website.
- Collect and analyze data to prepare reports and maintain program records and statistical information.
- Handle purchasing and budgetary matters, including working with the Office of Special Events to coordinate all event needs.
- Assist in special projects and research as needed.

Required Qualifications:
- Bachelor’s degree, with a minimum of three years of administrative experience.
- Superior writing and interpersonal skills, especially with external stakeholders.
- Exceptional organizational planning and project management skills.
- Ability to travel.
Preferred Qualifications:
- Ability to make administrative/procedural decisions and judgements.
- Ability to coordinate and organize meetings and/or special events.
- Skilled in organizing resources and establishing priorities.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Records maintenance skills.
- Ability to interact with students, faculty, and/or staff in a team environment.

Additional Information:
- Salary is dependent on a variety of factors, including but not limited to, experience, education, training, and certifications. The range for this position is $56,000-$64,000.
- Excellent Benefit Package which includes: NYS health insurance, free dental and vision coverage, competitive retirement options, tuition assistance, parental leave at full pay, and generous vacation, sick, and holiday time.
- Management/Confidential appointments work under the leadership and discretion of the appointing authority and are not represented by a union.
- This position will be based in Albany. This is an in person position.
- This position will require periodic travel.
- Applicants must be currently authorized to work in the United States on a full-time basis.

Process:
Interested candidates are invited to apply online. Please submit a cover letter, resume and four professional references when applying. The review of applications will begin immediately and continue until the position is filled.

To Apply: https://sunysystem.interviewexchange.com/jobofferdetails.jsp?JOBID=178749

About the State University of New York (SUNY)
The State University of New York is the largest comprehensive system of higher education in the United States, and more than 95 percent of all New Yorkers live within 30 miles of any one of SUNY's 64 colleges and universities. Across the system, SUNY has four academic health centers, five hospitals, four medical schools, two dental schools, a law school, the state's only college of optometry, and manages one US Department of Energy National Laboratory. In total, SUNY serves about 1.4 million students amongst its entire portfolio of credit- and non-credit-bearing courses and programs, continuing education, and community outreach programs. SUNY oversees nearly a quarter of academic research in New York. Research expenditures system-wide are nearly $1.1 billion in fiscal year 2022, including significant contributions from students and faculty. There are more than three million SUNY alumni worldwide, and one in three New Yorkers with a college degree is a SUNY alum. To learn more about how SUNY creates opportunities, visit www.suny.edu.

Under the leadership of SUNY Chancellor John B. King Jr. and the SUNY Board of Trustees, SUNY has established four priority pillars: student success; research and scholarship; diversity, equity, and inclusion; and economic development and upward mobility.
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