

QUEENSBOROUGH CUNY
COMMUNITY COLLEGE

OFFICE OF THE PRESIDENT

Administration, Suite 502
222-05 56th Avenue
Bayside, NY 11364-1497
718.631.6222
Fax 718.281.5588

November 17, 2011

Abraham May, Jr.
Executive Director
Equal Employment Practices Commission
City of New York
40 Rector Street, 14th floor
New York, New York 10006

Re: Resolution #11/18-042(QCC) Audit of Compliance by the Queensborough Community College with the City University of New York's Affirmative Action/Equal Employment Opportunity and Diversity Policy from July 1, 2007 to June 30, 2010

Dear Executive Director May:

In response to the preliminary determinations and corrective actions/recommendations identified in our recent audit by the Equal Employment Practices Commission (EEPC) for the period of July 1, 2007 – June 30, 2010, Queensborough Community College will take the following corrective actions to be in full compliance with CUNY's Affirmative Action/Equal Employment Opportunity and Diversity Policy, as well as Commission policies and EEO standards expressed in the Federal, State and City Human Rights Laws:

I. Compliance with EEO Training Standards

In addition to continuing to include the Affirmative Action/Equal Employment Opportunity and Diversity related policies, rights and procedures in the materials provided to new hires during group and one-on-one orientations, we will develop a training plan to ensure that all individuals who work within the college, including managers and supervisors, are trained concerning AA/EEO and Diversity related policies, rights and responsibilities. To date we have worked with CUNY Central to identify several training resources. We are currently reviewing products from several vendors for in class and on-line training.

II. EEO Internal Discrimination Complaint Files

The Affirmative Action / Compliance and Diversity Office will continue to ensure that all discrimination complaint files contain:

- the Charge of Discrimination Form completed by the complainant or AA/CDO;

Abraham May, Jr.
Executive Director
Equal Employment Practices Commission
November 17, 2011

Page -2-

- Written notification informing the complainant and accused that an investigation has begun, which may include interviews with third parties, and that the President shall determine what action, if any, will be taken after the investigation is complete;
- The Actions Taken in Response to Discrimination/Harassment Complaint Form signed by the President; and
- Written documentation that the complainant(s) and respondent(s) are apprised in writing of the action taken as a result of the complaint.

Adjustments to comply with the recommendations have been made and implemented. Please see attachments A through E, documents currently being used during the complaint investigation process.


III. Compliance with Selection and Recruitment System

All advertisement/job postings will be reviewed by Human Resources and the Affirmative Action/Compliance and Diversity Office to ensure that the QCC Equal Opportunity Employer tagline statement of non-discrimination in our employment practices is included.

Adjustments have been made to ensure all advertisements/job announcements posted will include the required EOE tagline/statement.

We extend to the Equal Employment Practices Commission our appreciation for your cooperation and guidance during this audit.

Sincerely,



Dr. Diane B. Call
Interim President



QUEENSBOROUGH
COMMUNITY COLLEGE

MEMORANDUM

Administration, Suite 502
222-05 56th Avenue
Bayside, NY 11364-1497
718.631.6222
Fax 718.281.5588

OFFICE OF THE PRESIDENT

September 20, 2011

[REDACTED]

Dear [REDACTED]

The Office of Affirmative Action, Pluralism and Diversity/Compliance has concluded its investigation into the matter of your allegations. The College has taken action to address the reported allegations and, currently, considers this matter closed.

Sincerely,

A handwritten signature in black ink, appearing to be "Diane B. Call", written over a horizontal line.

Dr. Diane B. Call
Interim President

Cc: Ms. Mavis Hall

Attachment B

THE CITY UNIVERSITY OF NEW YORK

ACTIONS TAKEN IN RESPONSE TO
DISCRIMINATION/HARASSMENT COMPLAINT

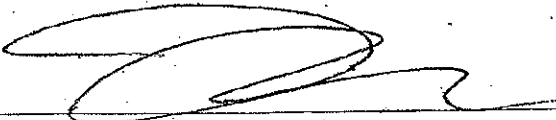
Name of complainant [REDACTED] Date September 1, 2011

The following actions were taken in response to the above complaint [include dates actions, if any, were taken]:

- No action
- Interim corrective actions. Specify.
- Training. Explain.
- Counseling letter
- Non-reappointment
- Refer to Labor Designee for disciplinary proceedings
- Other actions. Specify.

Maria Hall
AA/CDO or SH Coordinator

I have reviewed the report of the investigation of the discrimination complaint filed by the complainant on [date] _____ and authorize the Affirmative Action Officer/Compliance and Diversity Officer/Sexual Harassment Coordinator to take appropriate action based on the findings in the report.

Signed:  Date: 9/16/11
President

Hall, Mavis

From: Hall, Mavis
Sent: Friday, September 02, 2011 11:29 AM
[REDACTED]
Cc: Phillippe, Maryse Mercedes
Subject: RE: Investigation Notification

Good morning [REDACTED]

The investigation of the discrimination case you are involved in has been completed and the findings have been reported to President Call for her review.

Regards,

Mavis

*Mavis Hall
Affirmative Action Compliance Officer
Affirmative Action, Pluralism &
Diversity / Compliance Office
Queensborough Community College
225-05 56th Avenue, Room A 309
Bayside, NY 11364
(718) 631-6391 phone
(718) 281-5668 Fax
mhall@gcc.cuny.edu*

From: Hall, Mavis
Sent: Friday, August 26, 2011 5:15 PM
To: [REDACTED]
Cc: Phillippe, Maryse Mercedes
Subject: Investigation Notification

August 26, 2011

Dear [REDACTED]

Please be advised that the investigation of the discrimination case in which you are involved is still ongoing, but has not yet been completed. We are working to complete the investigation soon, at which time we will report our findings to the President in accordance with the University's procedures.

If you have any questions, please give me a call.

Sincerely,

Mavis

*Mavis Hall
Affirmative Action Compliance Officer
Affirmative Action, Pluralism &
Diversity / Compliance Office*

Hall, Mavis

From: Hall, Mavis
Sent: Friday, September 02, 2011 4:12 PM
To: [REDACTED]
Subject: Investigation Update Notification

Good afternoon [REDACTED]

Please herby be advised that the investigation of the discrimination case you are involved in has been completed and the findings have been reported to President Call for her review.

Regards,

Mavis

*Mavis Hall
Affirmative Action Compliance Officer
Affirmative Action, Pluralism &
Diversity / Compliance Office
Queensborough Community College
225-05 56th Avenue, Room A 309
Bayside, NY 11364
(718) 631-6391 phone
(718) 281-5668 Fax
mhall@qcc.cuny.edu*

The City University of New York Charge of Discrimination Form

This form is to be used to file a complaint of discrimination based on race, color, creed, national origin, ethnicity, ancestry, religion, age, sex, sexual orientation, gender identity, marital status, legally registered domestic partnership status, disability, predisposing genetic characteristics, alienage, citizenship, military or veteran status, status as a victim of domestic violence, or any other grounds or characteristic protected by law.

Campus _____

Received by _____ Date _____

PART A (PLEASE PRINT OR TYPE)

Name _____ Phone No. _____

Email address _____ Mobile No. _____

Status (Faculty, Staff, Graduate Student, Undergraduate Student) _____

Campus Address (Bldg, dept, etc) _____

Home Address _____

City _____ State _____ Zip Code _____

PART B

1. ALLEGED DISCRIMINATION IS BASED ON (please check all that apply):

- | | | | |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Race or color | <input type="checkbox"/> National or Ethnic Origin | <input type="checkbox"/> Religion | <input type="checkbox"/> Age |
| <input type="checkbox"/> Sex | <input type="checkbox"/> Document Abuse | | |
| <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Gender Identity | <input type="checkbox"/> Marital or Partnership Status | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Predisposing Genetic Characteristics | <input type="checkbox"/> Alienage or Citizenship Status | <input type="checkbox"/> Retaliation | |
| <input type="checkbox"/> Military or Veteran Status | <input type="checkbox"/> Status as Victim of Domestic Violence, Sex Offenses, or Stalking | | |
| <input type="checkbox"/> Ancestry | <input type="checkbox"/> Sexual Harassment | | |

2. Alleged discrimination took place on or about: Month _____ Day _____ Year _____

Is alleged discrimination continuing? Yes No

3. Accused Name(s) _____

Title (if known) _____

PART C

1. Please check the appropriate box:

Have you previously filed a complaint? Yes No

If yes, when? (Date) _____

With whom? _____


2. Have you filed this charge with a federal, state or local government agency/court? Yes No

If yes, with which agency/court? _____ When? _____

3. Describe briefly the incident; what occurred? (Attach extra sheets if necessary).

4. I affirm that the above allegation is true to the best of my knowledge, information and belief.

Signature: _____ Date _____



Professor and Head Department of Industrial Technology

University of North Florida, Department of Industrial Technology seeks applications for Professor and Head. The department is composed of 28 tenure-track faculty who cover 450 students pursuing undergraduate degrees in Construction Management, Electrical Engineering Technology, Graphic Technology, Manufacturing Technology, Technology Education, and Technical Management. The department also provides graduate programs. The department is seeking a dynamic person who possesses faculty-level teaching, research, industrial and professional society, international and intracampus development and/or travel, and/or funding. The department maintains a close partnership with local industry such as John Deere, and Rockwell Collins. UNF is located in Coral Falls, Fla., a residential community that provides state-of-the-art faculty and student amenities, and a peaceful, clear, and safe atmosphere in life.

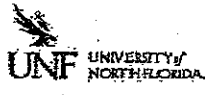
Qualifications: Standards: Earned doctorate in Engineering, Engineering Technology, Industrial Technology, Technology Education, or related field in any of the specialties that are relevant to the department's academic components with an emphasis on having full professor. Restricted leadership including a philosophy of shared governance; record of excellence in teaching, research and service; record of successfully attracting external funding as evidenced by grants received; a record of involvement with professional societies and excellent interpersonal and communication skills required. Professional development checks are required. Administrative experience, industry experience, and/or other relevant experience are preferred.

Applications: Candidates should submit curriculum vitae by February 11, 2011 to be given full consideration. The department's curriculum vitae should be submitted in hard copy, scanned, and e-mailed to the department chair and the following letter of application, cover letter, a detailed statement of your philosophy, three selected publications, a statement of teaching philosophy, and a letter of reference letters to be sent to the address below.

**Dr. P. N. Rao, Chair
Industrial Technology Head Search Committee
205 CAC, C-1000
University of North Florida
Coral Falls, Florida 32633
Phone: (352) 272-2504 ext. 333-2223
pnrao@unf.edu
For further details: <http://www.unf.edu/departmentsearch>**

The University is an equal opportunity employer with a comprehensive plan for affirmative action.

UNF is an Equal Opportunity Employer



Director of the School of Computing

The University of North Florida, one of eleven public universities in the State of Florida, invites applications and nominations for the position of Director of the School of Computing.

The School of Computing, within the College of Computing, Engineering, and Construction, offering a bachelor's degree in Computer and Information Science with specializations in Computer Science, Information Systems, Information Science, and Information Technology, will accept a degree in Computer and Information Science with specializations in Computer Science, Information Systems, and Software Engineering, all of the undergraduate programs are accredited by the Computing Accreditation Commission of ABET.

UNF currently has 20,000 students. The faculty is located on a 1,000-acre campus in Coral Falls, Florida. The campus is a vibrant, modern, and is a comprehensive university with a commitment to excellence in teaching, research, and service. The University is a member of the Association of Public Universities and Colleges (APUC).

The successful candidate will have a minimum of 10 years of experience in higher education and:

- A strong record of demonstrated commitment to academic, administrative, and/or research
- A record of leadership, integrity, and excellent interpersonal communication
- A record of successful work experience in higher education that will allow the successful candidate to foster collaboration with UNF staff and external organizations
- A commitment to leading the school in strategic planning, program evaluation, and institutional efforts to ensure that the school is meeting its goals.

Candidates for this position must have achieved the rank of full professor, have earned doctorate in computer, and must be eligible for tenure within the School of Computing. Preference will be given to candidates who demonstrate successful administrative experience. Offers will include a salary, a benefit package, and an opportunity to share in the success of the university. The Director reports to the Dean of the College of Computing, Engineering, and Construction.

For more information about the School of Computing, visit the Web site <http://www.unf.edu/computing>. For application information, contact Dr. P. N. Rao, Chair, Search Committee, Industrial Technology Department, 205 CAC, C-1000, University of North Florida, Coral Falls, FL 32633, or call (352) 272-2504 ext. 333-2223. The deadline for applications is February 11, 2011. Applications should be submitted in hard copy, scanned, and e-mailed to the department chair and the following letter of application, cover letter, a detailed statement of your philosophy, three selected publications, a statement of teaching philosophy, and a letter of reference letters to be sent to the address below.

Candidates reporting their search should be directed to Dr. P. N. Rao, Chair, Search Committee, Industrial Technology Department, 205 CAC, C-1000, University of North Florida, Coral Falls, FL 32633, or call (352) 272-2504 ext. 333-2223.

The successful candidate for the University of North Florida will receive a salary of \$90,000 per year.

UNF is an Equal Opportunity Employer with a comprehensive plan for affirmative action.

THE UNIVERSITY OF TENNESSEE AT CHATTANOOGA

CHAIR OF EXCELLENCE IN APPLIED MATHEMATICS

The Department of Mathematics at the University of Tennessee at Chattanooga (UTC) invites applications for the position of

UNIVERSITY OF EXCELLENCE IN APPLIED MATHEMATICS

This is an endowed chair that also carries its own budget for travel, research support, and other operating expenses. The successful candidate will have an international research reputation in the mathematical community, a demonstrated record of exceptional teaching, experience in research activities, and a history of successful grant work. The position is a full-time, non-tenured position for a five-year term beginning in the Fall of 2011. The University of Tennessee at Chattanooga is a public university that has been ranked as one of the best in the nation by U.S. News and World Report. The University of Tennessee at Chattanooga is a public university that has been ranked as one of the best in the nation by U.S. News and World Report. The University of Tennessee at Chattanooga is a public university that has been ranked as one of the best in the nation by U.S. News and World Report.

The Department of Mathematics at the University of Tennessee at Chattanooga is currently seeking candidates for the position of Chair of Excellence in Applied Mathematics. The successful candidate will have an international research reputation in the mathematical community, a demonstrated record of exceptional teaching, experience in research activities, and a history of successful grant work. The position is a full-time, non-tenured position for a five-year term beginning in the Fall of 2011. The University of Tennessee at Chattanooga is a public university that has been ranked as one of the best in the nation by U.S. News and World Report.

UTC is a comprehensive institution, one of four primary campuses of the University of Tennessee, and has a rich history of academic excellence. The University of Tennessee at Chattanooga is a public university that has been ranked as one of the best in the nation by U.S. News and World Report. The University of Tennessee at Chattanooga is a public university that has been ranked as one of the best in the nation by U.S. News and World Report.

Applications from women and minorities are especially encouraged. Screening of applicants will begin on January 24, 2011, and will continue until the position is filled.

In addition to a compensation plan and other supporting materials, applicants should submit a statement of philosophy and vision for the position and a letter of reference for a current or former superior. Applications should be submitted to the Department of Mathematics, University of Tennessee at Chattanooga, Box 20306, Chattanooga, TN 37620-0306. For more information, contact the Department of Mathematics at (423) 644-2345 or visit the website at www.math.utk.edu.

UTC is an Equal Opportunity/Affirmative Action/Title VI and Title IX/Section 504/ADA/ADAIEA institution.

UMBC

AN HONORS UNIVERSITY IN MARYLAND


Lecturer

Requirements and duties, please visit:
www.math.umbc.edu

Screening of applicants will commence on February 1, 2011.

UMBC is an Equal Opportunity Affirmative Action Employer

With TN and UN we are one of the best. We are a public university with a rich history of academic excellence. The University of Maryland at Baltimore is a public university that has been ranked as one of the best in the nation by U.S. News and World Report. The University of Maryland at Baltimore is a public university that has been ranked as one of the best in the nation by U.S. News and World Report.



Eastern Kentucky University

Tenure-Track Position the Department of Computer Science

The Department of Computer Science at Eastern Kentucky University has an opening for a tenure-track position at the Assistant Professor level commencing August 15, 2011. We expect the successful candidate to demonstrate a strong commitment to teaching, service, and continued scholarly activities. The candidate will be teaching and may be teaching graduate-level and graduate-level courses, seminars, and workshops offered in the Department of Computer Science at Eastern Kentucky University. The successful candidate will be expected to have a Ph.D. in Computer Science or a related field in preference. An M.S. in Computer Science or a related field is preferred. The successful candidate will be expected to have a strong record of research and scholarly activities. Preference will be given to candidates with publications in computer journals and scholarly journals of computer science. Candidates should submit a letter of application, a curriculum vitae, and three letters of reference to the Department of Computer Science, Eastern Kentucky University, P.O. Box 5000, Richmond, KY 40475. For more information, please visit our website at <http://www.compsci.ecku.edu>. Candidates are invited to discuss their applications and to interview with us online. We are an Equal Opportunity Institution.

LECTURER, INSTRUCTOR OR ASSISTANT PROFESSOR ELECTRICAL & COMPUTER ENGINEERING

Queensborough Community College of the City University of New York (CUNY) is seeking qualified candidates for the position of Lecturer, Instructor or Assistant Professor in the Electrical & Computer Engineering Department. For additional information visit: www.cuny.edu. To apply, visit the website at www.cuny.edu. Applications should be submitted through CUNY Job Application System. For more information, please visit our website at www.cuny.edu. Candidates are invited to discuss their applications and to interview with us online. We are an Equal Opportunity Institution.

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With TN and UN we are one of the best. We are a public university with a rich history of academic excellence. The University of Maryland at Baltimore is a public university that has been ranked as one of the best in the nation by U.S. News and World Report. The University of Maryland at Baltimore is a public university that has been ranked as one of the best in the nation by U.S. News and World Report.

Queensborough Community College of the City University of New York (CUNY) is seeking qualified candidates for the position of Lecturer, Instructor or Assistant Professor in the Electrical & Computer Engineering Department. For additional information visit: www.cuny.edu. To apply, visit the website at www.cuny.edu. Applications should be submitted through CUNY Job Application System. For more information, please visit our website at www.cuny.edu. Candidates are invited to discuss their applications and to interview with us online. We are an Equal Opportunity Institution.

College of the Maritime

THE FOLLOWING POSITION IS NOW AVAILABLE!

Join a Winning Team! College of the Maritime is seeking an outstanding professional for this challenging opportunity:

Executive Vice President and General Counsel

For more information, call: (718) 636-3300
 E-mail: hr@colmaritime.edu
 Website: www.colmaritime.edu/hr/employment
 Apply Online at: www.colmaritime.edu

1200 Avenue of the Americas, New York, NY 10020-1099

FRIENDS SEMINARY EMPLOYMENT OPPORTUNITIES 2011-2012

MIDDLE SCHOOL HEAD (administrative experience preferred)

- LOWER SCHOOL ASSISTANT TEACHERS (BA required)
- LOWER SCHOOL HEAD TEACHER (MA required)
- EDUCATIONAL TECHNOLOGY SPECIALIST
- ART TEACHER with new media specialization
- AMERICAN HISTORY TEACHER (MA required)

NYC FRIENDS SEMINARY
 KINDERGARTEN- GRADE 12

CUNY

The nation's leading urban public university serving more than 200,000 students at 23 colleges in New York City

Visit www.cuny.edu for more information on the following positions:

- Faculty
- Executive and Administrative
- Managerial and Professional
- Information Technology

Many Positions
 One University

Director of Guidance

Responsible for the supervision of all guidance counselors and support staff, formulating, the articulation of educational and support programs and the development of college counseling program.

Director of Technology

Responsible for managing, planning, implementing and implementing research technology. The director must possess the ability to assess District needs, identify the current situation, and develop a plan to address the needs of the District.

Curriculum Director K-12, Mathematics

Supports instruction by spreading the skills and practices of teachers through the evaluation, familiarity of current research, technology, professional development, integration of curriculum, induction and assessment.

Elementary School Principal

Candidates should possess a clear vision, strong understanding of elementary child well versed in exemplary educational practices, and committed to leading a learning process respectful of all members of the school community.

All positions require strong leadership, communication, interpersonal & organizational skills, and a commitment to the success of the District.

Appropriate resumes and/or transcripts should be submitted to: hr@beach.org
 Attention: Human Resources
 100 Dan Eden, Jamaica, NY 11435
 www.beach.org

BOHS Minority candidates encouraged to apply. We are an equal opportunity employer.

THE NEW YORK TIMES, SUNDAY, JANUARY 9, 2011



Attachment F - pg. 3 of 3



Get Daily E.

Log in to post jobs, save jobs, set up job alert e-mails, join our credential bank or change your account settings.

Username or e-mail * Password *

[Learn more about free registration with us!](#) [Create your account now! \(username/pswd\)](#)

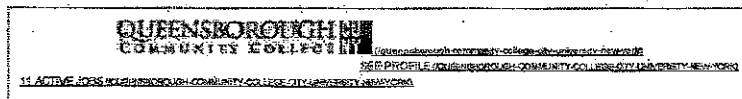
[Forgot your password? \(username/pswd\)](#)

College Laboratory Technician - Biological Sciences; Geology (2 Positions)

[Back to Search Results](#) ([Advanced Search](#)) ([View all jobs](#)) ([View all jobs](#))

[New search >](#) ([Advanced Search](#))

[Queensborough Community College of the City University of New York](#) ([View all jobs](#)) ([View all jobs](#)) ([View all jobs](#)) ([View all jobs](#))



Job Locations: New York, NY

Job Category: [Science / Botany / Mathematics / Biology / Health / 26 Field Job Categories/534743](#)

[Biology / Health Sciences / Health Care / 26 Field Job Categories/534743](#)

Posted: October 19

Job ID: 4736

Regular/Temporary: Regular

GENERAL DUTIES: Performs highly-skilled laboratory functions and other technical duties in support of coursework.

- Sets up, maintains, and organizes student laboratories
- Assists students with setting up experiments and other learning exercises, and with the use of equipment and materials
- Maintains appropriate safety and hygiene standards
- Maintains required documentation related to laboratory activities
- Manages equipment and materials inventories.

Job Title Name: College Laboratory Technician

CONTRACT TITLE: College Laboratory Technician

FLSA: Non-exempt

CAMPUS SPECIFIC INFORMATION: The Department of Biological Sciences and Geology currently has 29 full-time faculty engaged in teaching in the following programs: Health Sciences, Environmental Health and Medical Office Assistant. In addition, the Department offers required courses for the Nursing and Massage Therapy programs. We have 15 state-of-the-art laboratories with multi-media projection equipment as well as two laboratories dedicated to research. For more information see <http://www.qcc.cuny.edu/BiologicalSciences/>. For campus and surrounding community information please visit: Why Choose Queensborough at <http://www.qcc.cuny.edu/FacStaff/qcc/index.html>.

Duties include but are not limited to:

- Prepare Microbiology, General Biology and Anatomy & Physiology laboratories.
- Work in consultation with supervising faculty and independently to ensure that laboratories for multi-sectioned courses are adequately prepared.
- May be required to work some evenings and weekend hours.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS: High School Diploma with a minimum of four years' related experience. Additional education may be used to meet the experience requirement: an Associate degree may be substituted for two years' experience, and a Bachelor's degree may be substituted for four years' experience.

OTHER QUALIFICATIONS: Experience in culturing and maintaining microorganisms; knowledge of media preparation; and the ability to prepare chemical solutions and to use and maintain laboratory equipment and instruments.

Bachelor's degree or Associate degree with two years related experience preferred; computer literacy, including experience using databases and providing support for computer-assisted instruction.

COMPENSATION: \$39,375 - \$50,393 (Subject to Collective Bargaining Agreement). Salary depends on qualifications and experience.

BENEFITS: CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY: To apply, please log on to www.cuny.edu. Navigate to Employment, click on application for employment, and then log into the applicant tracking program Job Postings on CUNY First. Current users of the site should access their established accounts; new users should click on the appropriate link to register. Applications should be submitted through CUNY First. Applicants must attach a cover letter, and resume or curriculum vitae. Resume, cover letter, and any supporting documents should be uploaded as a single document. Please follow instructions under How to Apply Online.

CLOSING DATE: November 17, 2011

JOB SEARCH CATEGORY: CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY: We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.