



The State University
of New York

State University of New York
System Administration

General Counsel

The State University of New York invites applications for the position of General Counsel (and Vice Chancellor for Legal Affairs) in the Office of General Counsel. The State University of New York System is the largest system of public higher education in the country, serving more than 468,000 students and employing more than 88,000 faculty and staff statewide. The System includes 29 state-operated campuses, 30 community colleges and 5 statutory colleges administered by private institutions of higher education located throughout the State. The System includes diverse educational and research institutions, including three hospitals, a maritime college, a school of law, four medical schools, two dental schools and a college of optometry.

The Office of General Counsel provides legal services and support to the Chancellor and senior officers in the System Administration, the Board of Trustees, and the presidents and administrators of the campuses within the System. The State University of New York has adopted a dynamic and far-reaching strategic plan under the leadership of Chancellor Nancy L. Zimpher and her management team and is implementing this plan over the coming years to make the State University an economic engine for the State of New York through increased entrepreneurial activities and public-private partnerships.

Responsibilities:

The General Counsel is the chief legal officer of the State University of New York who serves as principal legal counsel to the Chancellor, System Administration, the Board of Trustees, and the presidents of the state-operated campuses of SUNY. The General Counsel provides general legal guidance and assistance to the presidents of the community colleges operating under the program of the State University of New York, which also have their own legal representation provided by their sponsors or directly.

The General Counsel will be part of the Chancellor's Cabinet and manage and supervise an office consisting of 39 experienced higher education attorneys, located in Albany at the System Administration headquarters and in campus-based offices throughout the state. The General Counsel will be expected to be in Albany approximately 3 days a week with frequent travel to New York City.

The legal practice of the Office of General Counsel involves a substantial array of topics, including public procurement, governance and ethics, legislation, health care, capital construction, public finance, labor grievances and arbitration, litigation oversight (the State's Attorney General defends litigation brought against the University), student affairs, and the use of real property. The General Counsel represents the University in interactions with State officials who may regulate the affairs of the University, including the Attorney General, State Comptroller, the Governor and staff, and members of the State Legislature and staff as well as other local state agencies and entities.

Qualifications:

Candidates must have graduated from an ABA accredited law school; be a member in good standing of the State Bar of New York, or be eligible for and achieve admission to the State Bar of New York within one year of the date of appointment.

Candidates should have a minimum of ten years of significant and progressively responsible legal experience. Management and supervisory experience in a (preferably, similarly sized) legal office setting is also required. Five years of experience at an institution of higher education or a related research institution is preferred. Experience in the public sector and in a unionized environment is also preferred.

Because of the unique structure of the State University of New York system, strong leadership qualities, a client-centered approach and a passion for higher education are fundamental to this position. The successful candidate will have a proven record of ability to analyze complex legal issues, and capacity to serve as a creative thinker and problem-solver. Prior experience as part of an executive management team is also valued.

Other attributes that are vital to the position include the ability to analyze and interpret state and federal laws and administrative code provisions and review proposed legislation for policy and procedural impact; provide written and oral presentations before various constituents, governmental agencies and outside organizations; and provide written and oral advice on a broad array of legal subjects.

Interested candidates are invited to apply online at www.suny.edu/ExecSearch. Review of resumes will begin immediately and continue until the position is filled.

State University of New York System Administration is an affirmative action, equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, or retaliation.



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Graphic Designer

The State University of New York (SUNY) System Administration, located in Albany, New York, is seeking an entry level graphic designer. Reporting to the Director of Design and Printing, the incumbent will develop design solutions for various departments and work with the director and other designers to achieve the goals of the department and organization. The duties of the position include graphic design, and creation and revision of brochures, flyers, logos, promotional pieces, etc. as assigned by director. Also responsible for maintaining database of all design jobs, ordering department supplies as needed, and monthly department billing.

Qualifications: Bachelor's Degree in Graphic Design or related field required. Knowledge of and experience in both 2- and 4-color design; ability to work in Mac platform using Quark Xpress, Photoshop, Illustrator, PowerPoint, and Microsoft Office; and good communications skills necessary. Knowledge of InDesign a plus. Applicant should be creative, able to take direction, and meet tight deadlines.

Interested candidates are invited to apply online at www.suny.edu/SUPEmployment. The Search Committee will begin the review of applications immediately and continue until the position is filled.

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Assistant Financial Analyst – Capital Asset Reporting

The State University of New York (SUNY) System Administration, Office of the University Controller (UCO), located in Albany, New York, is seeking an assistant financial analyst to assist the UCO in accounting and capital asset reporting functions. This individual will assist in the preparation of the annual financial statements and monitoring and reporting of capital assets for SUNY. The analyst will work in a project-oriented, flexible environment that often requires the balancing of longer-term projects with day-to-day responsibilities and ad hoc requests for information and analysis. The analyst will be responsible for collecting and analyzing data, preparing reports, and presenting conclusions and recommendations. The position involves interaction with campus personnel and committees, other System Administration offices, and external New York State agencies.

Qualifications: A bachelor's degree in accounting or related field is required. Experience in a higher education environment or financial administration is desired. In-depth knowledge of and experience with spreadsheet packages, database packages and presentation software is required. Other important skills include excellent analytical ability and oral and written communication skills.

Salary range: Salary commensurate with qualifications and experience. Excellent benefits.

Candidates may apply online at www.suny.edu/SUPEmployment. Applications will be accepted until the position is filled.

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SUNY Global Center Lead IT Support Analyst

The State University of New York System Administration seeks applications for a Lead IT Support Analyst position based out of the SUNY Global Center in New York City, New York. As a staff member of the Office of Information Technology, the incumbent will provide desktop support services as second level analytical support in a networked campus environment featuring MS Office and Windows. The candidate will also be responsible for assisting LAN Services and Network Operation groups in maintaining SUNY infrastructure within the Global Center offices.

Responsibilities include detailed recording of the nature and resolution of all calls and resolving client problems with regard to desktops, laptops, printers, shared files, LAN issues, etc. whenever possible; and educating clients on problem prevention and referring problems to higher levels for resolution when necessary. In addition, maintain physical inventory of computer equipment and supplies, as well as work on short- and long-term projects as assigned.

The incumbent will interface with all levels of SUNY staff including extensive interaction with executive level management. As such, the position requires both a demeanor and dress befitting a professional office.

The candidate must be willing to travel to support additional nearby SUNY System Administration offices in New York City. The successful candidate must be flexible with hours and willing to work occasional evenings and weekends when needed.

Qualifications: Bachelor's degree with three years' work experience in an IT support environment is required. Experience with common Intel desktop equipment, Windows operating systems, including Server, and Microsoft Office, including Outlook, is required. Experience with Linux operating systems, office network and wireless equipment, and building security systems is preferred. This is a service-oriented position, where customers are a top priority. Attitude, work ethics and strong analytical and troubleshooting skills are a must for a successful candidate. Excellent written and verbal communication skills are also a must.

Salary: Commensurate with qualifications and experience.

Interested candidates are invited to apply online at www.suny.edu/SUPEmployment. Please include your salary history and the names of three references in your cover letter. The Search Committee will begin reviewing applications immediately and continue until the position is filled.

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SUNY Global Center IT Support Analyst

State University of New York (SUNY) Global Center, located in New York City, New York, seeks applications for an IT Support Analyst position. As a staff member of the Office of Information Technology, the incumbent will provide desktop support services to the Global Center community as first-level analytical support in a networked campus environment featuring MS Office and Windows. The ideal candidate will also possess audio/visual equipment expertise in support of meetings and events at the Global Center.

Responsibilities include detailed recording of the nature and resolution of all calls, website updates, resolving client problems with regard to desktops, laptops, printers, etc. whenever possible; and educating clients on problem prevention and referring problems to higher levels for resolution when necessary. In addition, the incumbent will maintain physical inventory of computer equipment and supplies, as well as work on short- and long-term projects as assigned. The successful candidate must be flexible with hours and willing to work various scheduled daytime coverages, and occasional evenings and weekends when needed. The candidate must also be willing to travel to support additional nearby SUNY System Administration offices in New York City.

Qualifications: Bachelor's degree or an Associate's degree with two years' work experience in a telephone and/or IT support environment is required. Experience with Windows operating systems and Microsoft Office, including Outlook, is required. This is a service-oriented position, where customers are a top priority. Attitude, work ethic and strong analytical and troubleshooting skills are a must. Excellent written and verbal communication skills are also a must.

Salary: Commensurate with qualifications and experience.

Interested candidates are invited to apply online at www.suny.edu/SUPEmployment. Please include your salary history and the names of three references in your cover letter. The Search Committee will begin reviewing applications immediately and continue until the position is filled.

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