

Job Description

Job Title:	Academic ASAP Program Coordinator
Job ID:	14881
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

The Accelerated Study in Associate Programs (ASAP) helps motivated community college students earn degrees as quickly as possible with a goal of graduating at least 50% of students within three years. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study, mandatory tutoring, and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid-eligible students and free use of textbooks and monthly Metrocards for all students. Further information is available at www.cuny.edu/ASAP

Reporting directly to the Academic ASAP Program Director, the successful candidate will perform the following:

- Supports projects, initiatives and activities that impact the department.
- Manages statistical data in methodical manner, including collecting and inputting data, and assist in preparing departmental reports and surveys.
- Updates office databases, lists, and files to ensure accuracy within a set deadlines.
- Completes data in preparation for monthly, quarterly and annual reports; write brief narratives for these reports in explaining data.
- Coordinates all student program compliance data including entering tutoring information, seminar attendance, and appointment data.
- Assists the recruitment team during high peaks of recruitment in maintaining the related database and spreadsheets, and preparing reports on a bi-weekly basis.
- Monitors assigned part-time workers on a daily basis.

QUALIFICATIONS

Bachelor's degree required.

The following qualifications are preferred:

- Two years experience in a higher education setting
- Knowledge of Microsoft Excel, Access and Queries
- Exceptional organizational, project management, and facilitation skills, including solid writing and oral communication skills
- Demonstrated ability to work independently and as part of a team
- High aptitude to multitask effectively, meet time-sensitive deadlines, and work in a precise and accurate manner
- Ability to work with large volumes of data to analyze and run reports from centralized database
- Experience with CUNYfirst
- Strong understanding of community college student challenges

CUNY TITLE OVERVIEW

ASAP helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and monthly MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

The ASAP Program Coordinator provides basic operational and analytical support related to a College's ASAP program.

- Manages and maintains student enrollment and information databases; collects and maintains statistical data
- Prepares reports and surveys using student information and enrollment data
- Collects information to evaluate program/event success and report results
- Serves as liaison to various College offices to ensure smooth operations and verification of student information
- Creates and distributes marketing and promotional and event materials for ASAP programming
- Assists with the coordination and execution of student activities, workshops, meetings and special events
- Performs related duties as assigned.

CUNY TITLE

Assistant to HEO

FLSA

Non-exempt

COMPENSATION AND BENEFITS

\$35,576 - \$46,328; Commensurate with education 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.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigating to the following links: "Employment" and "Search Job Postings."

Please attach your resume, cover letter, and the names, addresses and telephone numbers of three professional references.

CLOSING DATE

June 4, 2016

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.
