

Job Description

Job Title:	Academic College Discovery Manager
Job ID:	17280
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Eugenio María de Hostos Community College is an educational agent for change that has been transforming and improving the quality of life in the South Bronx and neighboring communities for nearly half a century. Since 1968, Hostos Community College has been a gateway to intellectual growth and socioeconomic mobility, as well as a point of departure for lifelong learning, success in professional careers, and transfer to advanced higher education programs.

The College Discovery Department at Hostos Community College is seeking a College Discovery Manager. The College Discovery program utilizes a personalized approach to providing support services to students who have high potential for success but have not had the necessary academic preparation to pursue college level work.

In addition to the CUNY Title Overview duties, other specific duties include but are not limited to:

- Responsible for planning, implementing and managing the counseling, academic advising, career and financial aid services for enrolled College Discovery Students.
- Designs and creates workshops and programming that will enhance student's success.
- Implements and organizes tutoring and instructional support services of basic skills.
- Participates in meetings with the Central Office and Campus Strategic Planning goals.
- Serves as liaison and works in conjunction with other departments of the college.
- Monitors appropriate departmental records and prepares reports.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

Preferred Qualifications:

- Master's degree and six years' related experience.
- At least six years of experience managing special programs and supervising staff in a Higher Education setting.

CUNY TITLE OVERVIEW

Manages the operations of a campus College Discovery program, a higher education opportunity program established to provide academic and counseling support for eligible students at CUNY Community Colleges.

- Develops and monitors a comprehensive program of academic (tutoring), counseling and financial aid services for a specific student population
- Implements academic interventions and other new initiatives to improve students' academic performance and retention
- Evaluates intensive academic support assessments and interventions for probation and at-risk students; makes recommendations to improve offerings
- Oversees program's budget and daily administration, including scheduling and timely delivery of services
- Prepares reports for management; may write grant proposals to support the development of new offerings and services
- May supervise counseling, instructional and/or clerical staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

Salary 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

Visit www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID: 17280 or Title: Academic College Discovery Manager. Select "Apply Now" and provide the requested information.

If you are viewing the job posting on any other website, please follow the instructions below:

- Go to www.cuny.edu and click on "Employment"
- Click "Search joblisting"
- Click on "More options to search for CUNY jobs"
- Search by Job Opening ID number (Job ID 17280)
- Click on the "Apply Now" and follow the instructions

Once you have registered or logged in with your user name and password, upload your cover letter, resume, and the names and contact information of three professional references as one document.

CLOSING DATE

September 22, 2017

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.
