

Job Description

Job Title:	Academic Program Specialist - Early College Initiative
Job ID:	15682
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

The Academic Program Specialist/Early College liaison serves as an intermediary between Hostos Community College and the Hostos-Lincoln Academy of Science. Working together with college and school personnel, the liaison will maintain and develop collaborations that serve to better prepare Hostos-Lincoln high school students for college and careers while fostering mutual learning among the faculty, staff, and students at the partnering institutions. The liaison is instrumental in facilitating student progress and success by ensuring that appropriate support mechanisms are in place.

Reporting directly to Director of School-College Partnerships, the successful candidate will perform the following duties in addition to those in the Overview:

- Serves as liaison between Hostos and Hostos-Lincoln Academy of Science in all areas of communication and logistics.
- Monitors student progress in pre-college and college classes, including ongoing communication with students, school leaders, professors and high school instructors.
- Coordinates student academic support services for students in college courses including tutoring.
- Manages and participates in regular planning meetings with college and school staff that focus primarily on the ongoing development of the scope and sequence of the school, the development of early college partnership activities and curriculum development.
- Administers the development of related college courses as well as admissions and enrollment activities.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

CUNY TITLE OVERVIEW

Participates in the daily coordination of academic and administrative activities of a College's specialized academic program under management direction.

- Supports program development, student service delivery, outcome evaluation and instructor/student recruitment, enrollment, and retention.
- Recommends, implements and evaluates strategies to expand program offerings
- Prepares analytical and statistical reports for management

- Develops and maintains relationships with various College offices to improve student and faculty services
- Serves as resource expert regarding program policies and procedures
- Oversees office recordkeeping; manages updates of program web and print materials
- May supervise office operations and/or department budget
- Performs related duties as assigned.

Job Title Name: Academic Program Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$42,873 - \$55,782; 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 submit your resume, cover letter and three professional references

CLOSING DATE

November 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.
