

Job Description

Job Title:	Academic Resource Center Manager - Student Success Coaching Unit
Job ID:	13798
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

The Student Success Coaching Unit (SSCU) is an innovative academic engagement and early intervention program. We emphasize intellectual achievement and life-long learning. At SSCU students are assigned a Coach that will guide them throughout their academic career at Hostos. Coaches also partner with a "student cohort." During the first year Coaches connect students with a variety of campus resources available throughout Hostos. As students embark upon their second year a Coach will work with them on degree completion requirements, transfer and career planning.

Reporting directly to the Academic Resource Center Director, the successful candidate will be responsible for the following in addition to the overview duties:

- Provides support to Director with the operational functions of the Unit.
- Assists with the management of the Coaching Unit professional and clerical staff.
- Creates individual caseload management plans for Student Success Coaches.
- Serves as liaison to Academic Chairs and Faculty.
- Manages special projects and assists with registration and advisement.

QUALIFICATIONS

Bachelor's degree and six years' related experience required. Availability to work evening and weekend hours also required.

CUNY TITLE OVERVIEW

Manages program development and operations of a learning resource center.

- Implements and monitors a comprehensive student support program based on targeted academic resources such as tutoring, remedial and/or other related support services
- Prepares outcomes assessment to further develop center offerings; sets goals and objectives; and supports strategic plan
- Creates, implements and delivers seminars, workshops and other programs to meet the needs of students and faculty
- Collaborates with academic departments and other units to design, execute and improve center offerings
- Oversees promotional material development and center communications utilizing various media formats
- Prepares analytical and statistical reports for management
- Manages professional, instructional and/or clerical staff; may administer department budget
- May seek additional funding by identifying new revenue sources and grants
- Performs related duties as assigned.

Job Title Name: Academic Resources Center Manager
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

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

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

CLOSING DATE

December 5, 2015

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.