

Job Description

Job Title:	Academic Resource Center Specialist - Retention and Data
Job ID:	14004
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

Hostos Community College has initiated an important innovation in the operation of the College and the lives of its students. The Student Success Coaching Unit will meet the multifaceted advisement needs of its students in order to increase student success and degree completion.

The successful candidate will be responsible for but not limited to the following:

- Designs intervention methods such as Independent Studies and other programming that aid in the completion of degree attainment.
- Collects, analyzes and interprets graduation data.
- Prepares comprehensive reports for management.
- Works with faculty and liaises with Academic Affairs in developing and implementing assessment activities related to remedial education.
- Responds to time-critical and ad hoc requests for data and information.
- Coordinates administration of data collection and production of periodic reports.
- Conducts statistical research studies focusing on student recruitment, enrollment and retention.
- Works closely with faculty and staff from Transfer, Registrar and other departments to service the needs of students.
- Enhances outcomes for University and College key performance indicators for retention and graduation.
- Interfaces with all team members, faculty, staff and executive level administration regarding intervention methods, time-to-degree advancement and performance indicators.

QUALIFICATIONS

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

The following qualifications are preferred:

- Availability to work weekend and evening hours
- Excellent knowledge of Excel including pivot graphs and formulas

CUNY TITLE OVERVIEW

Administers the activities of a learning resource or support center.

- Supports the design and delivery of academic resources such as tutoring, remedial and other student programs and services, delivered in a variety of modes, including on-line
- Produces and administers training programs, lectures, workshops, seminars and special events
- Collaborates with various College offices to improve student and faculty services; implements new services and assures existing services are effectively provided.
- Serves as resource expert for students and faculty regarding center policies and procedures, and if needed, technology issues related to their learning experience
- May assist and/or supervise office operations and/or department budget

-Performs related duties as assigned.

Job Title Name: Academic Resource Center Specialist
CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$46,302 - \$53,032. Salary is 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 Listings."

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

CLOSING DATE

May 6, 2016 - Search Reopened

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.
