

## Job Description

<b>Job Title:</b>	Academic Resource Center Specialist - Student Success Coaching Unit
<b>Job ID:</b>	14206
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### 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 the following:

- Develops a personal, collaborative relationship with assigned students and provides individualized guidance and ongoing feedback.
- Assesses student needs and connects them to existing college resources; identifies resources to enhance both academic success and personal development.
- Assists in the implementation of action plans to achieve student-defined success.
- Encourages students to achieve self-awareness and identify their strengths, values, and interests.
- Assists students in developing decision-making skills.
- Supports students in honing time management skills to better utilize time, prioritize commitments, and meet deadlines.
- Provides students with "study smarter" techniques through a wide assortment of active reading, test taking, and task analysis strategies.
- Intervenes with appropriate program support services and referrals to faculty learning resources and/or college Student Development services.
- Tracks student success based on University and College Wide Retention Performance indicators; evaluates, documents, and reports on student academic participation and progress.

### QUALIFICATIONS

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

### 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**

\$42,873 - \$46,302

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](http://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**

February 11, 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.