

Job Description

Job Title:	Academic Student Support Manager - CUNY Language Immersion Program
Job ID:	17172
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

The Division of Continuing Education and Workforce Development at Hostos Community College of The City University of New York is seeking a dynamic and accomplished leader to serve as the CUNY Language Immersion Program (CLIP) Manager. CLIP is an intensive English as a Second Language (ESL) program for CUNY students who need to improve their academic English language skills. Students who have been accepted to any CUNY college can spend up to one year in the program. CLIP is offered on 9 CUNY campuses. Classes meet for five hours a day, five days a week, in day or evening sessions. The CLIP Program at Hostos serves approximately 300 students per semester.

Reporting to the Vice President of Continuing Education and Workforce Development, the CLIP Manager is responsible for the oversight and administration of the Hostos CLIP program. The CLIP Manager works closely with CUNY's Central Office, which provides financial and programmatic support for the CLIP program at each campus.

Duties and responsibilities include:

- Overseeing all administrative aspects of the CLIP program and working with CEWD's Financial Director to manage the CLIP budget.
- Seeking funding and developing proposals to support and/or expand the CLIP program.
- Hiring, supervising, and evaluating instructors, tutors, and program staff.
- Arranging for substitute teachers when necessary.
- Conducting class observations and providing instructors with feedback.
- Developing professional development activities for instructors and program staff.
- Managing curriculum development, including reviewing and revising new theme-based curricula with instructors.
- Overseeing intake, testing, evaluation, advisement, referrals, and placement of CLIP students into appropriate courses based on language skills.
- Supervising the norming and scoring of placement and exit exams.
- Overseeing program evaluation efforts and supporting strategic planning to further develop program offerings.
- Serving as liaison to and collaborating with CLIP staff at CUNY's Central Office and the Department of Language and Cognition at Hostos.
- Cultivating and maintaining strategic partnerships and collaborating with internal and external stakeholders.

QUALIFICATIONS

Bachelor's degree and six years' related experience required. Must be available to work some evening hours.

The following qualifications are preferred:

- Master's degree in TESOL, Applied Linguistics, English or related field
- Minimum of six (6) years of administrative experience, three of which must be in an adult education or ESL setting
- Five to ten years of experience teaching ESL to adults, preferable in a Higher Education setting
- Experience mentoring new teachers
- Strong oral and written communication skills
- Excellent leadership skills and the ability to work with diverse constituencies

CUNY TITLE OVERVIEW

Manages a comprehensive support program to promote learning and academic success for a targeted student population.

- Develops, recommends, and implements program goals and objectives to meet students' specialized needs; coordinates delivery of services across multiple functions, developing new programs and activities as needed
- Advocates for students, and partners with academic and student support functions to ensure students effectively utilize programs and services; collaborates with counselors, mentors, and others assisting students
- Maintains ongoing communications with targeted student population as well as department management, advisory groups, and external organizations
- Collects data for, analyzes, and reports on activities and outcomes
- 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

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

Please attach resume, cover letter and three professional references.

CLOSING DATE

Open until filled with review of resumes to begin 9/13/17.

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.
