

Job Description

Job Title:	Academic Student Support Program Specialist - Office of Academic Affairs
Job ID:	9999
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

- Provides educational development activities supporting a targeted academic program.
- Assists in developing and preparing program offerings, curricula, guidelines, and related communications
 - Promotes program and advises students and College stakeholders on services, policies, and procedures
 - Advises faculty, counselors, tutors, administrators and others on program goals, activities, and best practices
 - Provides student services such as workshops, seminars, and advising sessions
 - Coordinates efforts of faculty, staff, and other service providers to monitor and assess utilization, student progress, and program effectiveness
 - Performs related duties as assigned.

CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

- Reporting to the Associate Dean of Academic Affairs, the successful candidate is responsible for the following:
- Revises and implements student recruitment practices for the Honor's program, skill immersion activities, and study abroad initiatives.
 - Represents Office of Academic Affairs (OAA) at CUNY Central and campus meetings for the Honor's program, skill immersion activities, and study abroad initiatives.
 - Monitors the budget and related processes for the Honor's program, skills immersion activities, and study abroad initiatives.
 - Liaises with faculty, OAA, and relevant Student Affairs offices to create immersion workshops and schedule courses.
 - Implements and assesses the Honor's program colloquia series.
 - Identifies external scholarship and grant opportunities for students.
 - Ensures college compliance with CUNY and national travel policies.
 - Tracks program and workshop outcomes and produces related reports.
 - Assesses student learning and program efficacy and recommends data-driven revisions.
 - Supervises advisement of Honors students.

MINIMUM QUALIFICATIONS

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

COMPENSATION

\$53,032 - \$59,608

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

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

CLOSING DATE

Open until filled - Search Reopened

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.