

Job Description

Job Title:	Assistant Manager - Student Success Coaching Unit (Academic Student Support Program Specialist)
Job ID:	11513
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

The Student Success Coaching Unit (SSCU) at Hostos Community College provides comprehensive student advisement for new entry freshmen and assigned student cohorts. This unit was created to better meet the multifaceted advisement needs of its students in order to increase success and degree completion.

Reporting directly to the Manager of SSCU, the successful candidate will be responsible for the following:

- Assists with management of professional and clerical staff.
- Provides support to the manager with the operational functions of the Unit.
- Creates individual caseload management plans for Student Success Coaches.
- Serves as liaison to Academic Chairs and Faculty.
- Assists with ensuring the completion and compliance of performance management targets.
- Provides orientation for new professional staff, as well as coordinating training that include but not limited to the strategic plan, PMP performance targets, data tracking and reporting, CUNYfirst and other software systems, pre-college programs, caseload outreach, review of training manual, and tracking of graduation and retention.

MINIMUM QUALIFICATIONS

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

OTHER QUALIFICATIONS

Availability to work evening and weekend hours (2 evening hours per week) preferred.

COMPENSATION

Salary commensurate with education and experience.

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

November 19, 2014

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.