

Job Description

Job Title:	Assistant Director (Academic Program Specialist) - College Now Program
Job ID:	14777
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

College Now is a collaborative program of the City University of New York (CUNY) and the New York City Department of Education that strives to increase the academic achievements of New York City public high school students and provide them with a head start in college. Reporting to the Director of College Now at Hostos Community College, the Assistant Director assists in the management of overall development, administration, and assessment of the College's academic outreach programs for high school students.

Additional responsibilities include the following:

- Assists in the development and implementation of a wide range of student support services including high school student outreach, special events designed to enhance the learning experience of College Now students, and professional development workshops.
- Collaborates and coordinates the selection of college courses and instructors with the Director of School-College Partnerships and the academic department chairs.
- Assists in the supervision of clerical staff and student employees in the day-to-day administration of the program.
- Administers assessment instruments and analyzes data for reporting, research, and program involvement.
- Meets with principals, teachers, and partnering organizations to assess student needs and plan programming.
- Creates and delivers college awareness materials and programming.
- Manages student registration processes for all College Now activities.
- Visits selected high schools to recruit students for College Now activities and special projects.
- Prepares reports for the tracking of student performance and daily attendance.

QUALIFICATIONS

- Bachelor's Degree and four years' relevant experience required
- Availability to work evening and weekend hours preferred
- Bilingual skills in English and Spanish preferred

CUNY TITLE OVERVIEW

Participates in the daily coordination of academic and administrative activities of a College's specialized academic program under management direction.

- Supports program development, student service delivery, outcome evaluation and instructor/student recruitment, enrollment, and retention.
- Recommends, implements and evaluates strategies to expand program offerings
- Prepares analytical and statistical reports for management
- Develops and maintains relationships with various College offices to improve student and faculty services
- Serves as resource expert regarding program policies and procedures

- Oversees office recordkeeping; manages updates of program web and print materials
- May supervise office operations and/or department budget
- Performs related duties as assigned.

Job Title Name: Academic Program Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$51,195 - \$57,616; 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 Postings."

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

CLOSING DATE

May 25, 2016

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.
