

Job Description

Job Title:	Student Life Specialist
Job ID:	16057
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

POSITION DETAILS

The Office of Student Life (OSL) is grounded in the development and maintenance of student programs that provide opportunities for academic, personal and professional growth through leadership activities, internships, orientation, counseling, wellness programs, career exploration and athletics. At the same time, OSL strives to increase awareness about institutional policies and procedures. Participating students acquire the skills they need to work independently and in groups, where they benefit from an exchange of ideas in a richly diverse environment. Students are encouraged to interact with each other, faculty, staff and members of the local community. In addition, OSL is responsible for generating a comprehensive calendar of events; processing student inquiries, complaints, judicial proceedings and notifications; and serving as an administrative agent for the Academic Standards Committee in the Academic Appeal review process. This unit also ensures that at-risk students are advised, receive an academic plan of assistance, and are registered.

Reporting directly to the Assistant Dean of Student Life, the successful candidate will perform the following:

- Implements and coordinate retention programming and services for students transitioning to the college life; makes recommendations based on program evaluation.
- Administers a wide range of services for students subject to academic dismissal and probation seeking readmission, including review of program and university degree requirements, degree planning, academic progress, retention support services and graduation screening.
- Works in collaboration with the Chief Diversity Office and Campus Safety to facilitate training regarding Title IX policies and procedures.
- Works in collaboration with the Office of Academic Affairs to process Academic Integrity cases.
- Works in collaboration with the Registrar to process the readmission and to facilitate the advisement and registration of at risk students.
- Works in collaboration with the Business Office in the handling of Title IV and TAP Appeals.
- Provides assistance with the management of special programs, scholarships and initiatives to assist students with their enrollment.
- Handles general student inquiries and student incident reports.
- Assists with student judicial matters, including fact findings, mediation conferences and judicial hearings.

QUALIFICATIONS

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

The following qualifications are preferred:

- One year experience in student judicial affairs, campus programming, mediation, academic advising, or student services in a Higher Education setting (as part of the required four years' related experience)
- Availability to work evening and weekend hours

CUNY TITLE OVERVIEW

- Develops and implements programming, services, and learning opportunities for students, promoting the personal development of a diverse student population.
- Administers one or more student affairs programs, providing program management, assistance with policy development, supervision and training of all professional and support staff, budget monitoring, and report preparation
- Serves as a resource to student groups and/or populations as a consultant and advocate for their concerns
- Researches and stays current on higher education programs, trends, and issues with student impact
- Produces workshops and materials to support student programs; manages on-line communities; develops on-line social networking activities, and develops and maintains multimedia content on program websites
- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

\$46,302 - \$57,616 (\$50,370 - \$62,677*)

*Salary subject to the new contract implementation.

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

January 21, 2017

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.