Job Description

Job Title: Student Success Coaching Director
Job ID: 14417
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Reporting to the Associate Dean of Student Development & Enrollment Management (SDEM) at Hostos Community College, the Director of Student Success Coaching Unit will work closely with the Enrollment Units in SDEM, Academic Affairs and other Divisions.

Additional duties include but are not limited to:
- Oversees daily operations for the Student Success Coaching Unit.
- Directs more than 20 Student Success Coaches in providing students with necessary support and resources to ensure timely degree completion.
- Designs, implements and monitors the Student Success Coaching program for new students/incoming freshmen; develops strategies to improve student retention and graduation rates.
- Performs outcomes assessment and monitors unit progress in meeting College Strategic Goals.
- Manages the Summer Bridge Orientation Program for incoming freshmen.
- Creates and implements special initiatives that increase student engagement and advance time to degree completion.
- Ensures ongoing staff development and training; develops and facilitates workshops.
- Oversees data analysis, maintenance and integrity as well as data tracking of all incoming freshman from first-year to graduation.
- Facilitates the implementation and maintenance of the early-alert system to detect the risk students, relative to the Coaching Unit.

QUALIFICATIONS

Bachelor’s degree and eight years’ related experience required.

Preferred Qualifications:
- Strategic understanding of the integral role of the unit in supporting student enrollment, student success and student services
- Excellent counseling skills required to interface with students, prospective students, student families, faculty, staff, external organizations and other individuals
- Ability to quickly organize and communicate thoughts in order to speak effectively with coworkers, public and student populations
- Ability to work outside of standard business hours to complete the job requirements/assignments

CUNY TITLE OVERVIEW

Directs curriculum development and operations of a learning resource center.

- Designs, implements and monitors a comprehensive student support program based on targeted academic resources such as tutoring, remedial and/or other related support services
- Administers all curricular, administrative, and financial aspects of the center; oversees design and delivery of various programs sponsored by the center
- Performs outcomes assessment and creates strategic plan to further develop center offerings
- Ensures ongoing faculty and staff development to support high quality student services delivery;
promotes best practices in field

- Manages annual budget; develops proposals and other initiatives for expanded center funding

- Cultivates and maintains strategic partnerships; serves as primary liaison to faculty and administrators to plan and execute center activities

- Manages professional, instructional and clerical staff

- Performs related duties as assigned.

Job Title Name: Academic Resource Center Director

CUNY TITLE

Higher Education Officer

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 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 with review of applications to begin February 12, 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.