The ASAP Program at CSI provides associate and pre-baccalaureate degree students with a range of academic, personal, and financial support to complete both their associate and baccalaureate degrees as quickly as possible. CSI’s ASAP program provides comprehensive and personalized academic advising, career counseling, academic support services, MTA MetroCards, tuition waiver, and additional financial support for textbooks. ASAP also offers special class scheduling options, priority registration, and consolidated learning communities to ensure that ASAP students get the classes they need and are in classes with fellow ASAP students.

The ASAP Recruitment Specialist will assist the ASAP Director with strategizing recruitment and program outreach efforts. S/he will work closely with Recruitment and Admissions, Communications and Design Services, Registrar, Information Technology, and other campus units on student recruitment and outreach. The ASAP Recruitment Specialist will manage the program's presence in social media. In addition to communicating to and working with students who are deemed eligible for ASAP, the Recruitment Specialist will actively collaborate with other campus units, such as CUNY Start, Pre-College Math, College NOW, Liberty Partnership, etc., on early outreach initiatives. The Recruitment Specialist will serve as the ASAP’s primary point of contact for student recruitment and enrollment data reporting.

QUALIFICATIONS

Bachelor's degree (master's preferred) in an appropriate discipline and four years related experience.

The ideal candidate will have:
- Strong understanding of the needs and challenges facing students from diverse urban backgrounds
- Demonstrated ability to work independently and as part of a team, within the department
and with faculty and other administrators
- Strong organization, project management, communication, and facilitation skills
- Ability to maintain accurate and detailed records of student activities
- Computer skills, particularly Microsoft Office (Access and Excel); and aptitude to learn new systems as needed.

Other Qualifications
- Experience working with (associate and baccalaureate) college students, especially in special programs with a cohort-model.
- Experience with CUNYfirst or PeopleSoft/Oracle student information system preferred.
- Ability to communicate program requirements effectively to students, as well as to easily build rapport and maintain positive, professional relationships with students, staff, and faculty.
- Experience in marketing/advertising and facilitating outreach efforts a plus.

CUNY TITLE OVERVIEW
ASAP helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and monthly MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

The ASAP Recruitment Specialist is a member of an integrated college team and has the major responsibility to lead the program's recruitment efforts.
- Organize pre-admission advisement and cohort recruitment for all ASAP applicants
- Lead ASAP recruitment activities
- Develop and conduct information sessions and intake appointments with prospective students
- Conduct site visits to area high schools and GED programs
- Present on ASAP at external college access events and conferences
- Cultivate and manage relationships with CUNY pre-matriculation programs
- Oversee ASAP student leaders and their integration into recruitment activities
- Perform related duties as assigned

CUNY TITLE
Higher Education Assistant

FLSA
Non-exempt

COMPENSATION AND BENEFITS
$42,873 - $55,782; 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

To apply, please go to www.cuny.edu; select "Employment", "Search Job Listings," "More Options to Search for CUNY Jobs," then enter the Job ID# in the "Job Opening ID" field. Cover letter, resume, and additional supporting documents for candidacy must be submitted as one file.

CLOSING DATE

April 13, 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.