Job Title: Academic ASAP Program Manager/Associate Director

Job ID: 14649

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior College organized around two academic divisions and three schools, with over 14,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. CSI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both inside and outside of the classroom. The College is situated on a 204-acre site, has recently incorporated a residential component, and is currently engaging in capital expansion. It is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

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 or parking decals, 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.

In addition to the general duties, the ASAP Program Manager will provide general oversight over the distribution of ASAP incentives (e.g. MetroCard/Parking Decal; textbook voucher; tuition waiver; etc.), assist with scheduling and managing ASAP reserved courses in conjunction with the academic departments, assist with recruitment planning and tasks, maintain student master rosters, and manage a cohort of ASAP students when needed. The ASAP Program Manager will assist the ASAP Director with program planning and management, including but not limited to, blocked and first-year programming, summer and pre-enrollment engagement, ASAP institute/orientation, faculty feedback, and fiscal management.

QUALIFICATIONS

Bachelor's degree (master's preferred) in an appropriate discipline and six years related experience. The ideal candidate will have:

- Experience supervising or leading staff
- 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.

Preferred Qualifications
- Master's degree in an appropriate discipline preferred
- Experience in proactive academic advising and coaching
- Experience in developing programs that promote and support student academic success
- Knowledge and experience in managing budgets

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. Reporting to the ASAP Director, the ASAP Manager is responsible for the daily administration of ASAP program activities.

- Establishes semester block programs and manages and schedules all other academic support activities such as tutoring, and workshops.
- Supervises planning and implementation of ASAP summer programming, including summer course taking, workshops, and the ASAP summer institute, and other special student activities.
- Assists Financial Aid, Registrar, and Bursar in evaluating student eligibility, finalizing registration, and verifying tuition charges.
- Assists the ASAP Director with required reporting and collaboration with other college units.
- Monitors and assesses data reports on a regular basis to ensure movement towards ASAP success benchmarks, and to determine student support needs.
- Oversees advisement and delivery of comprehensive support services to ASAP students.
- Supervises professional and support staff
- Performs related duties as assigned.

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

$55,602 - $68,024; 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 any 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.