Job Title: Academic ASAP Program & Data Coordinator

Job ID: 14650

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, 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.

QUALIFICATIONS

Bachelor's degree required.

Preferred Qualifications
- Experience working with comprehensive (associate and baccalaureate) college students, especially in special programs with a cohort-model.
- Experience in providing proactive academic advising or coaching a plus
- Demonstrated ability to work both independently and as part of a team
- Willingness to work evenings and weekends as needed
- Strong organization, project management, and facilitation skills
- Ability to enter, monitor, and interpret student data accurately
- Excellent written and oral communication skills
- Strong computer skills (Microsoft Office required) and aptitude to learn new systems

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 Program Coordinator provides basic operational and analytical support related to a College’s ASAP program.

- Manages and maintains student enrollment and information databases; collects and maintains statistical data
- Prepares reports and surveys using student information and enrollment data
- Collects information to evaluate program/event success and report results
- Serves as liaison to various College offices to ensure smooth operations and verification of student information
- Creates and distributes marketing and promotional and event materials for ASAP programming
- Assists with the coordination and execution of student activities, workshops, meetings and special events
- Performs related duties as assigned.

CUNY TITLE
Assistant to HEO

FLSA
Non-exempt

COMPENSATION AND BENEFITS

$35,576 - $46,328; 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.