Job Title: Academic SEEK Student Support Specialist
Job ID: 17150
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 Percy E. Sutton SEEK Program (Search for Education, Elevation and Knowledge) is a higher education opportunity program offered at CSI/CUNY. It is a program designed for students who have the potential to do well in college, but who would benefit from enhanced academic support and financial assistance. SEEK provides access to college, and promotes academic success and personal achievement through an array of academic, personal and financial support services.

SEEK Program staff are dedicated to helping students reach their highest level of success, both academically and professionally. Since 1976, the Program has graduated thousands of goal-oriented and talented students. We accept between 150 and 200 new
students per year, and are committed to each of our students, from the first day of college to the last – and beyond.

In addition to the responsibilities listed in the “CUNY Title Overview” (see below), the Student Support Specialist will:
- Provide information regarding College and SEEK Program policies, procedures and requirements.
- Monitor student compliance with guidelines, and assess student participation and progress.
- Maintain student records and files, and assist with the preparation of reports.
- Serve as mentor and coach with a goal of motivating students toward success.
- Participate in Program, CUNY and college-wide committees, as appropriate.
- Provide support to the SEEK Director for special projects, when necessary.

QUALIFICATIONS

A Master's degree in counseling, social work, or psychology and two years' related experience. Other related master's degrees can be considered.

Note: this is not a mental health counselor/practitioner position and is not responsible for providing psychological counseling.

Preferred Qualifications include:
- Strong verbal and written communication skills
- Good organizational skills and work ethic
- Ability to collaborate with academic departments, faculty and other college areas
- Ability to plan, implement and assess programs that address student retention and graduation
- Familiarity with online teaching and curriculum development, Blackboard, MS Word, Excel, CUNYFIRST, Degree Works and Titanium a plus

CUNY TITLE OVERVIEW

Provides educational programs, academic advice, and assistance to SEEK students. SEEK (Search for Education, Elevation, and Knowledge) is a higher education opportunity program established at the senior CUNY colleges to provide comprehensive academic support to assist capable students who otherwise might not be able to attend college.

- Provides advice to students covering academic, social, career, and related issues, making appropriate referrals as needed
- Determines areas of need and develops and teaches orientation programs, seminars, student workshops, and other activities
- Develops academic interventions related to student academic status and success
- Reports on activities and outcomes, assisting with report-writing and data collection
- Collaborates with academic and student support departments to ensure students are utilizing available services and programming
- Performs related duties as assigned.

CUNY TITLE

Higher Education Assistant

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

To apply, please visit http://cuny.jobs/ and enter the Job ID# in the “What” section field. Candidates must attach a resume, cover letter, and three professional references (name, title, organization, and contact information) as one file.

CLOSING DATE

August 30, 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.