Job Title: ASAP Recruitment Specialist

Job ID: 18785

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 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, MetroCards/Parking Decal, tuition gap 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.

Reporting to the Academic ASAP Program Director, the ASAP Recruitment Specialist will assist 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 also 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 and partners, 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. The Recruitment Specialist will serve as the liaison to the Central Office for other initiatives and special projects (e.g. Foster Care Initiative; Student Leaders Program; etc.).

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

The preferred candidate will have:
- Experience working with comprehensive (Associate and Baccalaureate) college students, especially in special programs with a cohort-model.
- Ability to communicate program requirements effectively to students, as well as to easily build rapport and maintain positive, professional relationships with students, staff, faculty, and community-based organizations.
- Experience in marketing/advertising and facilitating outreach efforts a plus.
- 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 Suite, and aptitude to learn new systems as needed. Experience with CUNYfirst or PeopleSoft/Oracle student information system preferred.

CUNY TITLE OVERVIEW
Accelerated Study in Associate Programs (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 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
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
June 8, 2018

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.