Job Title: Academic Affairs Manager – Student Success

Job ID: 19452

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.

Reporting to the Associate Provost for Undergraduate Studies and Student Success, the Academic Affairs Manager in Student Success will perform the duties listed in the CUNY Title Overview, in addition to the following:

- Collaborates with all units in the Office of Undergraduate Studies and Student Success in the development of and implementation of strategic plans and student outcome metrics.
- Works closely with Associate Provost to provide oversight and assist in reporting procedures of all units in the Office of Undergraduate Studies and Student Success.
- Works closely with appropriate units across the college to enhance coordination of operations relevant to student success.
- Manages the implementation of cross-divisional projects with the goal of improving student success.

QUALIFICATIONS

Bachelor's Degree and six years’ relevant experience required.

The preferred candidate will have:
- Experience advising students.
- Ability to build collaborations between academic departments and student services.
- Strong understanding of the needs and challenges facing students from diverse urban backgrounds.
- Demonstrated ability to work independently and as part of a team.
- Strong organization, project management, communication, and facilitation skills.
- Ability to use institutional data to guide processes

CUNY TITLE OVERVIEW

Manages College activities and operations related to Academic matters, under a senior administrator.

- Implements and monitors an array of functions and programs in the Office of Academic Affairs
- Coordinates academic program administration; ensures quality of service delivery to students
- Assists Director with developing strategic plan and evaluating outcomes; prepares management reports
- Liaisons with faculty and professional staff in departments and offices across the College
- May manage professional and/or clerical staff
- May act on behalf of Director in his/her absence
- Performs related duties as assigned.

Job Title Name: Academic Affairs Manager

CUNY TITLE
Higher Education Associate

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
October 18, 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.