Job Title: CUNY Start/Math Start Recruitment and Student Support Specialist

Job ID: 20750

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island is seeking a CUNY Start/Math Start Recruitment and Student Support Specialist for CUNY Start/Math Start.

CUNY Start is an intensive program for incoming college students, both high school and TASC (Test Assessing Secondary Completion) graduates, who need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, all seven CUNY community colleges, Medgar Evers and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development, and supportive approach to student development. CUNY Start has proven to be highly effective at reducing and/or eliminating students’ remedial needs within one semester.

Math Start, based on the CUNY Start math curriculum and advisement model, is an intensive 8-week program for incoming CUNY students who want to increase their math proficiency before starting credit-bearing classes. Similar to CUNY Start, Math Start, enrolls students who have been accepted to CUNY, but have not passed the math sections of the CUNY Assessment Tests.

CUNY Start and Math Start operate at multiple locations on Staten Island and travel to these locations will be required.

Reporting to the Associate Director of CUNY Start/Math Start, the CUNY Start/Math Start Recruitment and Student Support Specialist will, in addition to the CUNY Title Overview, lead the programs recruitment efforts in collaboration with the Coordinator for strategic partnerships to meet the program’s recruitment needs. S/he will facilitate individual and group student orientations, information sessions and interviews, academic advising, performance feedback sessions and conferences, skills development seminars, workshops, recruitment/outreach, new student orientation and other activities to enable successful program enrollment, completion, college transition and matriculation. S/he will work closely with campus partners on student recruitment and outreach and will be the program’s primary point of contact for student recruitment and enrollment data reporting.

QUALIFICATIONS

Bachelor’s degree and four years’ related experience required.

Successful candidates will have demonstrated experience in the following professional core competencies:
- Recruitment experience, academic advising, career advising and/or student development with linguistically, culturally, and academically diverse student populations, particularly underprepared high school or college students in an educational setting or college prep program, required;
- Facilitation experience in adult or developmental education and using a holistic and strengths-based approach to student development preferred;
- Knowledge of learning strategies, accommodations and accessibility services;
- Strong presentation, verbal and interpersonal communication skills to successfully work with and present to diverse learners and audiences;
- Detail oriented with strong organizational, writing, proofreading and editing skills with solid analytical, evaluative and research skills;
- Ability to work well in a time-sensitive, dynamic, student centered and responsive office;
- Experience working in collaborative settings preferred;
- Computer proficiency using standard office software programs/applications with a preference for experience using
CUNYfirst, Excel and Access.
- Willingness to work a flexible schedule.

CUNY TITLE OVERVIEW

Provides educational development activities supporting a targeted academic program.
- Assists in developing and preparing program offerings, curricula, guidelines, and related communications
- Promotes program and advises students and College stakeholders on services, policies, and procedures
- Advises faculty, counselors, tutors, administrators and others on program goals, activities, and best practices
- Provides student services such as workshops, seminars, and advising sessions
- Coordinates efforts of faculty, staff, and other service providers to monitor and assess utilization, student progress, and program effectiveness
- 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

July 26, 2019

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.