Job Title: Assistant Director – Black Male Initiative Program

Job ID: 20797

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The CUNY Black Male Initiative (BMI) at CSI is part of a University-wide student development initiative with more than 30 projects focused on increasing matriculation, retention, and graduation rates of underrepresented students, particularly men of color. CUNY BMI is one expression of CUNY’s commitment to access and diversity, and as such, BMI projects are open to all academically eligible students, faculty, and staff, without regard for race, gender, or national origin. The campus-based program specialist implements and assesses program activities, which include recruitment, academic programming, social-emotional programming, and structured mentoring for participants. The specialist will also work with faculty, staff, students, administration, and alumni to build partnerships across campus to create community/campus support for entering and continuing students.

Reporting to the Associate Provost for Undergraduate Studies and Student Success, the Assistant Director - Black Male Initiative (BMI):

- Supervises daily operation of the BMI Office.
- Implements student recruitment and selection plans to fulfill program enrollment targets.
- Creates communication tools, videos, webpage, and items to promote the initiative, its resources and activities, and to tell its story more widely.
- Implements a comprehensive mentoring program for new and continuing students.
- Implements an academic intervention and success program which provides one-on-one academic support services and connects students to various campus resources to improve academic performance.
- Implements academic and co-curricular programming for BMI students in collaboration with BMI staff, student support units, and academic programs across campus. Collaborates with constituents as needed to meet program objectives. Reviews assessments and makes changes as needed to ensure program success.
- Monitors the program budget and ensures accuracy of budget reports.
- Prepares and submits annual and program reports as needed.
- In collaboration with Institutional Research, assesses programs and services in accordance with the goals of the CUNY Black Male Initiative, which include increasing the enrollment, matriculation, and retention of underrepresented students; improving the overall grade point average of underrepresented students; and increasing the graduation rate of underrepresented students.
- Monitors and records progress, engagement, academic achievement levels, retention rates, and graduation rates of students participating in BMI projects.
- Provides information and referral services to students who are not members, but who are interested in seeking services from BMI.
- Participates in site visits and attends various meetings and events sponsored centrally and hosted by campuses.
- Identifies and develops appropriate proposals for external funding (which may include seeking financial support from the New York City Council).
- Distributes information of interest to project directors, faculty, staff, and student participants in BMI, particularly information about post-baccalaureate opportunities for undergraduate students from populations that are severely underrepresented in the nation’s graduate and professional schools.
- Performs additional duties, as assigned by Supervisor.

QUALIFICATIONS

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

Preferred qualifications include:

- Advanced degree in a related discipline strongly preferred.
- Four years’ experience working in higher education and/or a nonprofit organization that advocates on behalf of students from populations that are underrepresented in higher education.
- Demonstrated knowledge of and interest in civil rights, education, law, public policy, student development and student leadership theories and practices.
- Strong interest in and commitment to promoting opportunity and equity in higher education.
- Interest in bridging the gap between theory and practice for the benefit of students from populations that are severely underrepresented in higher education.
- Strategic thinker with excellent financial management ability, a record of fundraising success, and knowledge of local, state and federal government grant rules.
- Strong interpersonal communication, presentation and group facilitation skills.
- Detail oriented and accurate with strong analytical, research, evaluation, and writing skills.
- Proactive, flexible, and customer focused to work effectively with diverse members of the university community and external constituents.
- Strong organizational and follow-through skills to develop and execute work plans, prioritize work, manage large-scale projects and multiple assignments and meet deadlines.
- Computer proficiency using administrative, financial or academic programs, systems or databases, as well as social media.

**CUNY TITLE OVERVIEW**

- Develops and implements programming, services, and learning opportunities for students, promoting the personal development of a diverse student population.
- Administers one or more student affairs programs, providing program management, assistance with policy development, supervision and training of all professional and support staff, budget monitoring, and report preparation.
- Serves as a resource to student groups and/or populations as a consultant and advocate for their concerns.
- Researches and stays current on higher education programs, trends, and issues with student impact.
- Produces workshops and materials to support student programs; manages on-line communities; develops on-line social networking activities, and develops and maintains multimedia content on program web sites.
- 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 https://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 9, 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.