Job Title: Associate Director of Language Literacy Programs

Job ID: 21619

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Division of Economic Development, Continuing Studies and Government Relations at the College of Staten Island (CSI) of the City University of New York, is seeking an experienced leader to serve as the Associate Director of Language and Literacy Programs, overseeing the success of the Adult Literacy and Language Program (ALLP), and the CUNY Language Immersion Program (CLIP).

ALLP at CSI offers individualized scheduling to adults wishing to study and prepare for the New York State High School Equivalency test (TASC). The ALLP offers beginner, intermediate and advanced levels of ESL classes as well as supportive advisement for college and career preparation and planning.

The CUNY Language Immersion Program (CLIP) at CSI offers non-native English speaking students who have been admitted to a CUNY college the opportunity to spend more time improving their English language knowledge in an academic setting before formally enrolling in credit bearing courses. This includes classwork, research projects, computer-assisted learning, orientation to college and tutoring.

Reporting to the Director of Community Educational Engagement at CSI, the Associate Director of Language and Literacy Programs works closely with CUNY's Central Office, which provides financial and programmatic support for the program, and has the following responsibilities:

- Supervises the successful implementation and growth of the ALC and CLIP models, curriculum, goals, and outcomes, including co-developing and meeting student enrollment targets.
- Collaborating with CUNY Central’s curriculum and professional development team, providing oversight, feedback, and supporting the professional development of teachers and administrative staff.
- Assists the Director with strategic planning, faculty engagement and integration with the program, developing recruitment pipelines in community, developing part time, community-engaged job opportunities for students, hiring program staff, identifying and writing grant positions, and managing cross-campus partnerships and committee participation intended to improve enrollment, remedial policy and practice for student success at the College.
- Utilizing program data, which is tracked internally, and provided by Institutional Research, as well as the University Research and Evaluation Team to assess CLIP and ALLP, and their anchor outcomes with college leadership and to plan for ongoing program development. Developing a system to engage and track alumni after graduation.
- Evaluating performance of instructional and administrative staff; monitoring performance and provide coaching for performance improvement and development.
- Serves as the administrative leader of the program at CSI during Central Office meetings and systems-wide planning events as well as at public events for the College or University.
- Performs related duties as assigned.

QUALIFICATIONS

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

Preferred qualifications include:
- Master's Degree in education, higher education, student services, social work, or a related field strongly preferred.
- Extensive experience in education, preferably in adult education at the college level working with diverse populations.
- Excellent communication (written, verbal, interpersonal, analytical) skills required.
- Experience with student advisement preferred.
- Ability to work collaboratively with faculty, staff and community partners.
- A self-motivated, proactive, and organized employee who can work autonomously on projects.
- Excellent time management, organizational skills, and knowledge of administrative practices.
- Ability to successfully manage, prioritize and problem solve a number of projects simultaneously and deliver projects on tight deadlines.
- Highly motivated with a willingness to be flexible and creative.
- Microsoft Office proficiency is a must.

CUNY TITLE OVERVIEW

Manages a comprehensive support program to promote learning and academic success for a targeted student population.

- Develops, recommends, and implements program goals and objectives to meet students' specialized needs; coordinates delivery of services across multiple functions, developing new programs and activities as needed
- Advocates for students, and partners with academic and student support functions to ensure students effectively utilize programs and services; collaborates with counselors, mentors, and others assisting students
- Maintains ongoing communications with targeted student population as well as department management, advisory groups, and external organizations
- Collects data for, analyzes, and reports on activities and outcomes
- Performs related duties as assigned.

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 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

February 20, 2020

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.