Job Title: ASAP Program Coordinator for Student Engagement and Persistence

Job ID: 22043

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) is one of 11 senior colleges of The City University of New York and the only public college on Staten Island. CSI offers over 80 undergraduate programs, 24 graduate programs and, through the CUNY Graduate Center, participates in 7 doctoral programs. The College enrolls approximately 14,000 students and employs over 2,000 faculty and staff. Located on a 204-acre park-like campus that is minutes away from the cultural treasures of Manhattan, the CSI campus is the largest collegiate site in NYC. Fourteen neo-Georgian-style buildings house 300 classrooms, laboratories, instructional spaces, and study lounges, as well as department, faculty, and program offices. CSI boasts an advanced, networked infrastructure and is developing a high performance computing center that will support technology-based research, teaching, and learning throughout CUNY.

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.

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, MTA MetroCards, tuition 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 ASAP Assistant Director, the Program Coordinator for Student Engagement and Persistence will assist with strategizing and implementing student engagement and retention efforts. S/he will work closely with Academic Support, Student Life, and academic departments on initiatives and intervention that support and promote student success. In addition to the duties outlined in the CUNY Title Overview, the Program Coordinator will:
- Develop engagement strategies to support student success and assist program in meeting retention goals and benchmarks;
- Connect new and continuing ASAP students to campus resources, co-curricular, and engagement opportunities;
- Develop and facilitate student success workshops on various topics, for example: time management, test anxiety, college transition, co-curricular involvement, and experiential learning, etc.;
- Serve as the primary coach for the peer mentoring program;
- Coordinate with Academic Support and special initiatives (e.g. STEM; Foster Care Initiative; Research Scholars);
- Develop, create, and monitor student outreach and communications;
- Assist with program events and activities planning;
- Maintain student records and track data on programming and outcomes; and
- Provide advising and mentoring support to a cohort of students as needed.

QUALIFICATIONS

Bachelor's degree required.

Preferred qualifications:
- Bachelor’s degree in education, social sciences, communications, marketing or similar discipline.
- Experience working with comprehensive (associate and baccalaureate) college students, especially in special programs with a cohort-model.
- Experience with CUNYfirst or PeopleSoft/Oracle student information system preferred.
- Ability to communicate program requirements effectively to students, as well as to easily build rapport and maintain positive, professional relationships with students, staff, and faculty.

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 Program Coordinator provides basic operational and analytical support related to a College's ASAP program.
- Monitors and maintains student enrollment and information databases; collects and maintains statistical data
- Prepares reports and surveys using student information and enrollment data
- Collects information to evaluate program/event success and reports results
- Serves as liaison to various College offices to ensure smooth operations and verification of student information
- Creates and distributes marketing and promotional and event materials for ASAP programming
- Assists with the coordination and execution of student activities, workshops, meetings and special events
- Performs related duties as assigned

CUNY TITLE

Assistant to HEO

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 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

October 13, 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.