Job Title: ASAP Recruitment & Outreach Coordinator

Job ID: 22655

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.

The Accelerated Study in Associate Program (ASAP) 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 waivers, 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 Recruitment & Outreach Coordinator will assist with strategizing and implementing recruitment and program outreach efforts. S/he will work closely with Recruitment and Admissions, Communications and Design Services, the Registrar, Information Technology, and other campus units on student recruitment and outreach. The ASAP Recruitment & Outreach Coordinator will also manage the program’s presence in social media. In addition to communicating to and working with students who are deemed eligible for ASAP, the Recruitment & Outreach Coordinator will actively collaborate with other campus units and partners, such as CUNY Start, Pre-College Math, College NOW, Liberty Partnership, etc., on early outreach initiatives. The Recruitment & Outreach Coordinator will serve as the ASAP’s primary point of contact for student recruitment and enrollment data reporting. In addition to responsibilities related to recruitment, the Recruitment & Outreach Coordinator will serve as the coach for the Student Leaders program and a liaison to the Central Office for other initiatives and special projects (e.g. Foster Care Initiative; Student Ambassador Program; etc.).

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.
- Experience in marketing/advertising and facilitating outreach efforts a plus.
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 Recruitment Coordinator coordinates and contributes to ASAP student recruiting activities.
- Conducts information sessions and initial intake appointments to ensure ASAP applicants are fully informed of requirements and processes
- Assists in direct recruiting at high schools, community outreach events, and other appropriate locations
- Maintains relations with CUNY pre-matriculation programs
- Provides information about the ASAP program and its services in person or by telephone, email, or letter
- Coordinates ASAP Student Leader activities
- Maintains current information about College programs and degree requirements
- 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

September 14, 2021

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.