Job Title: NYC Men Teach Program Specialist (Academic Student Support Specialist)

Job ID: 24769

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 10,000 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 with residential housing and 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.

New York City's "Young Men's Initiative" (YMI) is a cross-agency enterprise committed to improving young Black and Latino men's educational, employment, and justice outcomes. CUNY and the New York City Department of Education partner with YMI to help improve educational outcomes for young Black and Latino men. To help accomplish this goal, CUNY created the "Male Educators Network" (M.E.N.) at multiple campuses to recruit 600 teacher education students into the program over the next three years.

NYC Men Teach - YMI at the College of Staten Island seeks a student support and teacher educational professional to serve as the Program Specialist for this innovative initiative.

The NYC Men Teach Program Specialist will be responsible for the following duties:

- Assists with developing and implementing plans to attract and engage qualified CUNY students to the M.E.N. program in collaboration with CUNY Central's Office of Teacher Education, Deans/Chairs of Education, and counterparts at CUNY colleges.
- Assists with recruitment activities and makes final determinations based on established criteria; creates and executes College of Staten Island NYC Men Teach special events (i.e. STEM Summer Bridge, Workshops, Colloquiums, Guest Speakers Series); attends monthly CUNY-wide NYC Men Teach Meetings and NYC DOE events
- Engages and collaborates with YMI stakeholders, including the Mayor's Office, the NYC Center for Economic Opportunity (CEO), the NYC Department of Education, CUNY Central Office – NYC Men Teach Staff, and other CUNY College NYC Men Teach Program Managers
- Supports students in employment-related activities, such as networking, certification, and hiring; provides academic resources and referrals for tutoring, certification exam preparation, and other targeted student support services; offers general academic advisement as needed
- Assists with the development and applies intervention strategies to remove obstacles for students from admission through graduation to ensure their progression and success; stays current on best practices and innovative approaches for student persistence and retention, with a focus on diverse learners; assists
with evaluating program components on an ongoing basis and adjusts strategies and offerings accordingly in response to assessment results
- Resolves academic issues by providing policy information and referrals as well as working with other departments and agencies to advocate for student needs
- Prepares quarterly and annual reports and surveys, collects and statistical data on program activities and maintains program records

QUALIFICATIONS

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

Preferred qualification include:

- Six months experience working with NYC Department of Education and teachers
- Understanding of New York State teacher certification and process
- Six months experience working with diverse student populations to achieve equity gaps

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.

**Candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law. Being fully vaccinated is defined for this purpose as being at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. Final candidates must be fully vaccinated as of their first day of employment.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office. All CUNY employees must reside within a commutable distance to the tri-state area.

CLOSING DATE

August 13, 2022

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.