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.

CUNY's Accelerated Study in Associate Programs (ASAP) and Accelerate, Complete, Engage (ACE) are graduation and retention programs offered at twelve CUNY colleges. These programs help students to stay on track and graduate by providing a range of financial, academic, and personal supports, including personalized advisement, career counseling, tutoring, waivers for tuition and additional financial assistance to cover the cost of textbooks.

At CSI, ASAP and ACE serves approximately 1,700 students across associate and baccalaureate programs. Comprised of 20 professional staff members, the ASAP and ACE team at CSI provides holistic and comprehensive services to its students and work with departments across campus to support student engagement and retention, thus ensuring timely degree completion and post-graduation success.

Reporting directly to the ASAP|ACE Program Director, in addition to the duties outlined in the CUNY Title Overview, the Academic Program Coordinator will:

- Plan, organize, and assist with program activities and day-to-day office operation.
- Facilitate unit operations, coordinate events, distribute college-wide announcements, and prepare routine communications to support the ASAP program.
- Maintain databases, records, and lists about program activities.
- Process budget requisitions and invoices for payment.
- Assist the program director with fiscal management and reporting.
- Serve as the primary liaison to CUNY Central Office and campus partners for communications, distribution, tracking, and reconciliation of student benefits.
- Maintain current program information on departmental website, student handbooks, and other print or electronic sources in collaboration with Program Leadership and CUNY Central Office Teams.
- Organize and execute logistics for events and meetings.
- Serve as a front-line ambassador to the students, public, and university community on informational matters.
- Supervise part-time college assistants.
- Participate in special projects as needed.
- Manage program activity and staff calendars.

QUALIFICATIONS

Bachelor's degree required.

Preferred qualifications include:

- At least one year of full-time administrative/event coordination and data entry experience.
- Experience working in higher education or student support and mentoring program.
- Solid organization, project management, communication (written and oral), and facilitation skills.
- Strong data management and computer skills, particularly Microsoft Office Suite, and aptitude to learn new systems as needed.
- Flexibility to work proactively and independently in a fast-paced, time-sensitive, high volume and dynamic student-focused and responsive environment.
- Detail orientation and organizational skills with the ability to manage multiple projects, establish priorities, and meet deadlines.
- Experience with using student information systems, such as CUNYfirst (Oracle/PeopleSoft), EAB Navigate, etc.

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

$43,520 - $56,370

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

September 2, 2022

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional
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.