Job Title: P-Tech Early College Liaison – Academic Program Specialist

Job ID: 25466

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Early College Liaison serves as an intermediary between the college partner and the Early College & Career, 9-14 school, and s/he has the mission of strengthening student performance and expanding students’ horizons to include postsecondary educational opportunities and career goals. The liaison works with the college faculty and staff to develop non-credit bearing programs and events to support this goal. The liaison seeks to maintain and develop collaborations that serve to better prepare students for college and careers while fostering mutual learning among the faculty, staff, and students at the partnering institutions. Facilitates students’ progress and success by ensuring that appropriate collaborative support mechanisms are in place.

Reporting to the Department Chair, the Early College Liaison:

- Assists in implementing guidelines, standards and criteria related to the students’ eligibility for enrollment in different college courses, in concert with the high school staff and college’s faculty; coordinates all activities related to college course-taking by high school students; creates and implements biannual orientation programs for students and parents; conducts parent outreach as it pertains to the college and career model and goals; and coordinates students’ targeted intervention needs between the college partner and the high school staff academic and social support systems.
- Convenes regular school planning committee meetings with college and school staff and the Industry Liaison; assists in developing and implementing professional development for relevant school personnel, college faculty, and industry mentors in consultation with leadership at the school; coordinates with college faculty and staff to develop and implement programs that support early college goals; assists in developing and implementing a comprehensive induction/orientation process for college instructors teaching the high school students; increases awareness of early college partnership at the college; coordinates college tutoring programs at the school, including recruitment, hiring, training, and supervision of tutors; and participates in continue communication with the college’s instructional staff with regard to student performance and early identification of students at academic risk.
- Assists with school-college partnership budgets and financial resources and statistical reporting and student success data.
- Performs other duties as assigned by Supervisor.

QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

Preferred qualifications include:

- Master’s degree in education, public affairs, or related field and/or a state teacher certification
- 2-3 years experience working in an urban school education
- Experience working in Higher Education
- Strong communication skills, both written and verbal
- Demonstrated mastery of relevant technological capacities (e.g. Microsoft Office suite); and ability to master college tech systems

CUNY TITLE OVERVIEW

Participates in the daily coordination of academic and administrative activities of a College’s specialized academic program under management direction.

- Supports program development, student service delivery, outcome evaluation and instructor/student recruitment, enrollment, and retention.
- Recommends, implements and evaluates strategies to expand program offerings
- Prepares analytical and statistical reports for management
- Develops and maintains relationships with various College offices to improve student and faculty services
- Serves as resource expert regarding program policies and procedures
- Oversees office recordkeeping; manages updates of program web and print materials
- May supervise office operations and/or department budget
- Performs related duties as assigned.

Job Title Name: Academic Program Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Exempt

COMPENSATION AND BENEFITS

$86,645 - $90,375

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

December 30, 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.