Both ASAP and ACE programs help students stay on track and graduate on time, by removing the financial, academic, and personal obstacles that many confront. Some of the key ASAP|ACE program features include a consolidated block class schedule, full-time study commitment and a comprehensive array of support services including individual advisement, academic support and career development services. Financial incentives include tuition and fee gap scholarships for financial aid eligible students, textbook assistance, and MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

- Reporting to the Associate Provost for Undergraduate Studies and Student Success, the Director provides general day to day oversight and successful delivery of a comprehensive program of academic, advisement, career, and financial support for ASAP and ACE students. The Director represents the College’s ASAP|ACE programs on all relevant committees, within and outside the College of Staten Island (CSI), developing and maintaining relationships that create buy-in and allow the program to operate successfully as part of the College. The Director directs implementation of CUNY ASAP|ACE program policy, develop local policies and processes to meet the Program’s mission, as well as develop the local strategy to meet enrollment/recruitment targets each semester, for both ASAP and ACE. The Director oversees all staff and manages the development of processes to regularly and consistently enters, shares and analyzes engagement and outcomes data, both within the team and with the College leadership. The Director oversees both program budgets and daily administration, including scheduling and timely delivery of services. The CUNY ASAP|ACE Director is responsible for creating a supportive, inclusive environment, encouraging and promoting opportunities to staff for professional development and growth. The Director will work collaboratively with other senior managers in the Office of Undergraduate Studies, Student Success and other student support offices including admissions, registrar, career center, financial aid to provide vision for holistically supporting the needs of students to reach their academic goals. They will supervise and mentor professional advising personnel and direct daily operations, including coordinating work schedules, and selecting, training, coaching and evaluating advising staff. The Director, in collaboration with other program designees will also:

- Oversee the development and timely implementation of strategies to improve retention, including interventions/academic supports for probation and at-risk students in both ASAP and ACE
- Create and manage program component delivery and data collection to ensure successful progress towards student engagement and program academic performance benchmarks.
- Compiles and presents reports, proposals and recommendations related to advising, retention, and long-range planning for persistence and graduation efforts
- Develop processes to ensure smooth transition from ASAP to ACE programs, and reach enrollment targets
- Develop processes for program incentive distribution in coordination with appropriate college departments
- Develop strategies and mechanisms to increase FAFSA completion, reduce SAP/verification issues
• Regularly attend required meetings with CUNY Central ASAP|ACE staff, prepare reports for the University ASAP|ACE Executive Director, CUNY Office of Academic Affairs (CUNY Central), and share outcomes each semester with college leadership
• Monitor the development of a comprehensive framework to provide opportunities for ASAP and ACE students to acquire career competencies

QUALIFICATIONS

Bachelor's degree (Master's preferred) in an appropriate discipline and eight years related experience.

Preferred qualifications include:

• Master's degree in Higher Education Administration, Educational Leadership, Educational Psychology, Counseling or Social Work is desired
• Strong management and supervisory skills, as well as budget oversight and planning experience
• Demonstrated successful program management experience
• Ability to develop strategy, manage change, and build productive teams
• Experience working with historically marginalized racial groups in the U.S in education, particularly Black, Indigenous, and Latinx groups.
• Demonstrated ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and external stakeholders
• Knowledge of policies and procedures within a university setting
• Experience with academic advisement, student success initiatives, or other related academic or retention projects
• Excellent organization, project management, communication, and facilitation skills
• Proficient computer skills, particularly Microsoft Office; CUNYfirst (or Peoplesoft), EAB/Navigate, and Tableau data visualization software a plus; ability and willingness to learn new systems as needed

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 Director oversees all activities related to ASAP and represents the College's ASAP program within and outside the College.
- Develops and implements policy to meet the Program's mission, collaborating with other College units
- Administers a comprehensive portfolio of services, and assesses the various components of the ASAP program to improve services to students
- Provides a highly-supportive environment by overseeing staff such as advisors and job developers and by developing relevant programs, workshops, and activities
- Manages tracking, reporting, and analysis of outcomes data, and systems to track and manage individual students' progress
- Manages staff and budget consistent with program goals
- Performs related duties as assigned

CUNY TITLE
Higher Education Officer

FLSA

Exempt

COMPENSATION AND BENEFITS

$119,995 - $132,987

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 21, 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.