Job Title: ASAP|ACE Recruitment & Outreach Coordinator

Job ID: 26974

Location: College of Staten Island

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

CUNY's Accelerated Study in Associate Programs (ASAP) and Accelerate, Complete, Engage (ACE) are comprehensive associate and baccalaureate degree completion programs. CUNY ASAP|ACE provides comprehensive and personalized support and resources to students that help remove barriers to full-time study, support academic momentum, and build a connected community. Support and resources include personalized advisement, career counseling, tutoring, tuition gap scholarships, and additional financial assistance to cover the cost of textbooks. ASAP|ACE also offers special class scheduling options, priority registration, and consolidated learning communities to ensure that ASAP and ACE students get the classes they need and are in classes with fellow ASAP and ACE students.

CUNY ASAP|ACE is committed to creating an accessible, supportive environment and an educational experience that recognizes diversity and cultural competence as integral components of academic excellence. Candidates who can contribute to that goal are encouraged to apply and to identify their strengths in this area. The ASAP|ACE Recruitment & Outreach Coordinator will be responsible to coordinate ASAP|ACE student recruiting activities including but not limited to:

- Conduct Information Sessions and initial review of prospective student records and eligibility for ASAP and ACE
- Assist in direct recruiting at high schools, community outreach events, and other appropriate locations
- Maintain strong relationships with external and internal stakeholders, such as CUNY pre-matriculation programs and partners
- Provide mentorship to ASAP|ACE Student Ambassador/Leader program
- Maintain current information about college programs, degree requirements, and college offerings
- Performs related duties as assigned

In addition to the CUNY Title overview, and reporting to the ASAP|ACE 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, Registrar, Information Technology, and other campus units on student recruitment and outreach. The ASAP|ACE Recruitment 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 and ACE, the Recruitment 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 Coordinator will serve as the ASAP|ACE’s primary point of contact for student recruitment and enrollment data reporting. In addition to responsibilities related to recruitment, the Recruitment 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 include:

- Bachelor’s degree in education, social sciences, communications, marketing or similar discipline
- 2 years related experience working with comprehensive (associate and baccalaureate) college students, especially in special programs with a cohort-model
- Supports and enhances a sense of belonging and success of students from traditionally marginalized populations
- Experience with CUNYfirst or PeopleSoft/Oracle student information systems
- 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
- Demonstrates the ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and community members

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

$47,861 - $57,517

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.

City of New York employees hired on or after October 1, 2022, and their eligible dependents, will only be eligible to enroll in the Emblem Health HIP HMO Preferred Plan, and must remain in the HIP HMO Preferred Plan for the first year (365 days) of employment.

After 365 days of employment, the employee will have the option of either remaining in the HIP HMO Preferred Plan or selecting a different health plan within 30 days before the end of the 365-day period. If a new health plan is selected, the new plan will be effective on the 366th day.

**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.

**Until further notice, this is a hybrid position, eligible to work remotely and work in the office.**

**CLOSING DATE**

July 12, 2023

**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.