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. CUNY ASAP|ACE is deeply committed to a community of excellence, equity, and diversity and welcomes applications from women, underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives.

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.

Reporting to the ASAP|ACE Program Director, the Assistant Director of Recruitment, in addition to the CUNY Title, will design and implement a comprehensive recruitment plan to meet annual recruitment targets for both ASAP and ACE. The successful candidate will coordinate all recruitment and enrollment activities and communications for prospective ASAP|ACE students in collaboration with Enrollment Management, the ASAP|ACE Program Director and other ASAP|ACE staff. Additionally, the Assistant Director will perform duties including but not limited to:

- Collaborate with the ASAP|ACE Program Director and academic advisement leads to develop recruitment strategies aimed at reaching enrollment targets for ASAP and ACE
- Develop and execute all recruitment related communications and activities including but not limited to confirming prospective student academic status, credit accumulation, residency, financial aid status, and intended degree for program eligibility
- Develop and maintain relationships with the College’s Enrollment Management, Marketing and Communications, and related units to further integrate ASAP|ACE into all campus marketing, recruiting, and enrollment strategies
- Identify and implement strategies for managing ASAP|ACE campus social media accounts and website to support recruitment and engagement efforts. Supervise, train, and delegate various recruitment and enrollment tasks across a team of recruitment staff (inclusive of student ambassadors, peer mentors, or student leaders) to reach enrollment targets
- Develop collaborative relationships with CUNY pre-matriculation programs and related units, high schools, HSE programs and college access networks and advisors to strengthen program recruiting pipelines
- Supervise HEO series staff in addition to indirect supervision of part-time level staff
- Manage and monitor the coding of students in CUNYfirst at various stages of the recruiting process
- Represent ASAP|ACE at all internal enrollment/student success meetings/committees and serve as the point of contact to present on ASAP|ACE at external college access events and conferences
QUALIFICATIONS

Bachelor's degree (Master's preferred) in an appropriate discipline and four years related experience. The preferred candidate will have:

- At least one-year experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
- Two years Supervisory experience of full-time personnel in a corporate or business setting
- Two years’ experience with pre-enrollment advisement and FAFSA/TAP/Excelsior/DREAMER financial aid processes
- Computer skills, particularly understanding of CUNYfirst/PeopleSoft-Oracle, experience with Microsoft Office Suite, EAB Navigate, and aptitude to learn new systems as needed
- Demonstrates the ability to cultivate and develop inclusive and equitable working relationships with students, staff, faculty and community members
- Familiarity with using social media tools and ability to run internal analytics

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 Specialist is a member of an integrated college team and has the major responsibility to lead the program's recruitment efforts.
- Organize pre-admission advisement and cohort recruitment for all ASAP applicants
- Lead ASAP recruitment activities
- Develop and conduct information sessions and intake appointments with prospective students
- Conduct site visits to area high schools and GED programs
- Present on ASAP at external college access events and conferences
- Cultivate and manage relationships with CUNY pre-matriculation programs
- Oversee ASAP student leaders and their integration into recruitment activities
- Perform related duties as assigned

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

$68,004 - $82,928
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.

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

CLOSING DATE

August 8, 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.