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.

Diversity, Equity and Inclusion are core values in CUNY ASAP|ACE. We believe that diverse groups of people with diverse ideas enhance the educational landscape and environment for students and staff. Applicants whose work incorporates a global perspective and a demonstrated commitment to issues of diversity in higher education are particularly encouraged to apply.

Reporting to the ASAP|ACE Director, the ASAP|ACE Associate Director supervises and monitors the day-to-day work of the academic advisors, with regard to providing timely, effective academic guidance for all students to ensure degree completion, as well as student engagement that aligns with their program’s advisement rubric. The Associate Director is responsible for monitoring and analyzing individual advisor and complete program engagement data consistently to ensure advisors successfully meet program engagement benchmarks. The ASAP|ACE Associate Director (advisement) assesses needs and gaps and develops strategy for effective advisement programming and other retention-related activities, in collaboration with other designated program staff, and assists the ASAP|ACE Director in key program administrative areas. The Associate Director will also provide a framework of support, guidance and professional development for their advisees.

- Supervises ASAP|ACE advisors in delivery of comprehensive support services to ASAP|ACE students, with additional support for the transfer student population, if applicable
- Oversees timely entry of student enrollment and program contact tracking data into the ASAPi database
- Monitors and assesses individual advisor reports on a regular basis to ensure movement towards ASAP|ACE success benchmarks and to determine student support needs
- Oversees ongoing training, support and professional development for ASAP|ACE advisement staff
- Monitors, disseminates changes in college advisement procedures and academic policies
- Supervises planning and implementation of ASAP|ACE summer programming, including summer course taking, workshops, scholarships relating to coursework, and the ASAP|ACE summer institute, and other special student activities
- Assists the ASAP|ACE Director with required reporting and collaboration with other college units, departments, and leadership
- Performs related duties as assigned
QUALIFICATIONS

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

- Experience supervising or leading staff
- Previous experience with developing advisement strategy
- Strong understanding of the needs and challenges facing students from diverse urban backgrounds
- Illustrates the ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and community members.
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators
- Strong organization, project management, communication, and facilitation skills
- Ability to maintain accurate and detailed records of student activities
- Computer skills, particularly Microsoft Office Suite, and aptitude 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.

Reporting to the ASAP Director, the ASAP Manager is responsible for the daily administration of ASAP program activities.
- Establishes semester block programs and manages and schedules all other academic support activities such as tutoring and workshops
- Supervises planning and implementation of ASAP summer programming, including summer course taking, workshops, and the ASAP summer institute, and other special student activities
- Assists Financial Aid, Registrar, and Bursar in evaluating student eligibility, finalizing registration, and verifying tuition charges
- Assists the ASAP Director with required reporting and collaboration with other college units
- Monitors and assesses data reports on a regular basis to ensure movement towards ASAP success benchmarks and to determine student support needs
- Oversees advisement and delivery of comprehensive support services to ASAP students
- Supervises professional and support staff
- Performs related duties as assigned

CUNY TITLE

Higher Education Associate

FLSA
Exempt

COMPENSATION AND BENEFITS

$96,602 - $110,641

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

November 14, 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.