

Job Title: ASAP|ACE Associate Director of Advising  
Job ID: 30351  
Location: College of Staten Island  
Full/Part Time: Full-Time  
Regular/Temporary: Regular

## POSITION DETAILS

The College of Staten Island (CSI) is a City University of New York (CUNY) senior college organized around two academic divisions and three schools, with over 10,000 students. CSI offers a broad range of academic programs in the liberal arts and sciences, and in several professional areas. The College awards associate's, bachelor's, master's and clinical doctoral degrees, and in collaboration with The CUNY Graduate Center, numerous Ph.D. degrees. C SI's internationally recognized faculty passionately engage in scholarly and artistic activities, and together with a strong professional staff, lead students through transformational learning experiences both (inside and outside of the classroom). The College is situated on a 204-acre site with residential housing and is a hub of intellectual and artistic activity and a community partner and source of economic impact and job creation for the greater Staten Island area.

The College's faculty, administration, and staff are committed to educational excellence as they instill in students an enduring love of learning and respect for pluralism and diversity. The College community recognizes its responsibility to strive for the common good, including an informed appreciation for the interdependence of all people, as well as providing students with the opportunities for successful future careers.

Founded in 2007, City University of New York (CUNY) Accelerated Study in Associate Programs (ASAP) is a comprehensive associate degree completion program that currently serves 25,000 students annually at nine CUNY colleges, including The College of Staten Island. ASAP|ACE provides comprehensive and personalized supports and resources to students that remove barriers to full-time study, support academic momentum, and build a connected community. ASAP has proven to be one of CUNY's most successful initiatives, with students in the program graduating at a rate more than double that of similar students. ASAP has been rigorously evaluated and garnered national recognition, winning the 2020 Innovations in American Government Award from the Ash Center for Democratic Governance and Innovation at Harvard University's John F. Kennedy School of Government. Further information is available at [www.cuny.edu/ASAP](http://www.cuny.edu/ASAP).

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 to monitor and analyze 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.

Preferred qualifications include:

- Demonstrated ability to work collaboratively and prioritize multiple projects simultaneously
- Four years of academic advisement experience
- Two years of previous experience developing advisement strategy
- Superior supervisory skills and demonstrated experience building cohesive teams
- Understands the specific experiences of historically marginalized racial groups in the U.S in education, particularly Black, Indigenous, and Latinx groups.
- Illustrates the ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and community members.
- Excellent organization, communication, and facilitation skills
- Computer skills, particularly understanding of CUNYfirst/PeopleSoft-Oracle, experience with Microsoft Office Suite, EAB Navigate, and aptitude to learn new systems as needed
- Experience in a supervisory capacity of full-time personnel in a corporate or business setting

## **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](http://www.cuny.edu/ASAP).

Reporting to the ASAP Director, the ASAP Advising Manager supervises the work of the ASAP advisement team at their campus, coordinates advisement programming and other special student activities, and assists the ASAP Director in key program administrative areas.

- Supervises ASAP advisors in delivery of comprehensive support services to ASAP students
- Oversees timely entry of student enrollment and program contact tracking data into the ASAP database
- Monitors and assesses data reports on a regular basis with advisors for accuracy to ensure movement towards ASAP success benchmarks and to determine student support needs
- Oversees ongoing training and professional development for ASAP advisement staff
- Monitors, disseminates, and ensures compliance with changes in college advisement

procedures and academic policies

- Supervises planning and implementation of ASAP summer programming, including summer course taking, workshops, and the ASAP summer institute and other special student activities
- Assists the ASAP Director with required reporting and collaboration with other college units
- Performs related duties as assigned.

## **CUNY TITLE**

Higher Education Associate

## **FLSA**

Exempt

## **COMPENSATION AND BENEFITS**

\*Revised\*

\$73,227 - \$90,375

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.

\*CUNY is in the process of implementing salary schedule increases. Once implemented, salaries of eligible employees will be adjusted by 6.09% with additional increases of 3.25% effective 9/1/2025 and 3.5% effective 9/1/26, in accordance with the terms of the PSC-CUNY collective bargaining agreement.

## **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.

## **CLOSING DATE**

\*Extended\*

July 5, 2025

## **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.