

Job Title: ASAP|ACE Program Director
Job ID: 28095
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. CSI'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, has recently incorporated a residential component, and is currently engaging in capital expansion. It 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.

Reporting to the Assistant Provost for 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. In addition to creating a supportive, inclusive environment, encouraging and promoting opportunities to staff for professional development and growth; the Director also creates and manages the delivery of all program components and data collection to ensure successful progress towards student engagement and program academic performance benchmarks. The Director, in collaboration with other program designees also:

- Directs the implementation of CUNY ASAP|ACE program policy, develops local policies and processes to meet the Program's mission, as well as develops the local strategy to meet enrollment/recruitment targets each semester, for both ASAP and ACE.
- Oversees both program budgets and daily administration, including scheduling and timely delivery of services and developing a comprehensive framework to provide opportunities for ASAP and ACE students to acquire career competencies.
- Works collaboratively with other senior managers in the Office of Student Success and other student support offices including admissions, registrar, career center, and financial aid to provide vision for holistically supporting the needs of students to reach their academic goals.
- Supervises and mentors professional advising, recruitment, career, and financial aid personnel and directs daily operations, including coordinating work schedules, and selecting, training, coaching and evaluating all staff.
- Oversees the development and timely implementation of strategies to improve retention and develops processes to ensure smooth transition from ASAP to ACE programs and reach enrollment targets.
- Compiles and presents reports, proposals and recommendations related to advising, retention, and long-range planning for persistence and graduation efforts
- Develops processes for program incentive distribution in coordination with appropriate college departments and refines strategies and mechanisms to increase FAFSA completion, reduce SAP/verification issues.
- Attends meetings with CUNY Central ASAP|ACE staff, prepare reports for the University ASAP|ACE Executive Director, CUNY Office of Academic Affairs (CUNY Central), and shares outcomes each semester with college leadership.

QUALIFICATIONS

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

The preferred candidate will have:

- Master's degree in Higher Education Administration, Educational Leadership, Educational Psychology, Counseling or Social Work is desired
- At least one year of experience supervising or leading and evaluating professional staff
- Demonstrated successful program management experience including ability to develop strategy, manage change, and build productive teams
- At least three years of 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
- At least three years' experience with academic advisement, student success initiatives, or other related academic or retention projects
- Experience with budgetary oversight and planning
- 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
- The ability to attend occasional evening and/or weekends college events

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

\$115,333 - \$129,310

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

April 15, 2024

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.