

Job Title: Assistant Provost for Student Success
Job ID: 29309
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The College of Staten Island (CSI) seeks an experienced, creative, and collaborative leader to assume the position of Assistant Provost for Student Success. CSI is one of the 11 senior colleges of the 24 colleges and institutions that comprise The City University of New York (CUNY). The three schools and two academic divisions of the College serve approximately 11,000 students and offer 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, certificates, and professional doctorate degrees, and PhD degrees through The CUNY Graduate Center. CSI's internationally recognized faculty passionately engages in scholarly and artistic activities, and together with a strong professional staff, provide transformational learning experiences both inside and outside the classroom for a diverse student body. The 204-acre park-like Willowbrook campus incorporates a residential component. The College is a hub of intellectual and artistic activity, and is committed to its role as an anchor institution and community partner including for economic impact and job creation for Staten Island.

The Assistant Provost for Student Success at CSI provides leadership and management for the student success portfolio within the Office of Academic Affairs (OAA). This includes oversight of the Center for Advising and Academic Success (CAAS); the Accelerated Study in Associate Programs (ASAP) initiative; ACE; student academic support offices including the Office of Academic Support, the Percy Ellis Sutton SEEK Program; CUNY's Black Male Initiative; and select other offices and initiatives. This also includes responsibility for CUNY initiatives such as early college programs, transfer programs, workforce preparation programs, co-requisite developmental education, "CUE" (Coordinated Undergraduate Education), and others. The Assistant Provost reports to the Provost/Senior Vice President for Academic Affairs and serves as a member of the Provost's Council.

Specific responsibilities of the position include the following:

- Act as a strategic partner to the Provost and Provost's Council in developing initiatives and targets for CSI's student success efforts.
- Provide leadership, management, evaluation of all aspects of CSI's student success enterprise with the goal of continuous improvement in student success, as measured by retention, graduation rates, student engagement, career outcomes, etc.
- Ensure coordination across CSI's student success efforts within OAA, as well as with other campus units, e.g. Student Affairs.
- Serving as the liaison and key driver of CSI's student success efforts across all academic schools, divisions, and departments. This will include working closely with deans, chairs, and faculty.
- Identifying and securing CUNY and external resources to support student success efforts,

potentially in collaboration with other campus stakeholders.

- Management of all evaluation and reporting required by all the constituent offices and initiatives.
- Chairing, convening, and/or serving on CSI and CUNY committees, task forces, councils, etc., at the direction of the provost.
- Other related duties, as assigned.

QUALIFICATIONS

This position is in CUNY's Executive Compensation Plan. All executive positions require a minimum of a Bachelor's degree and eight years' related experience.

Preferred Qualifications:

- An earned doctorate from an accredited institution.
- 5 or more years of experience in programs that support academic student success, including but not limited to ASAP, ACE, SEEK, "first year experiences."
- 2 or more years of experience in urban, public higher education in an access-oriented institution
- 1 or more years of experience managing or leading offices and initiatives that center student success, including but not limited to ASAP, ACE, SEEK, "first year experiences," early college, and/or transfer.
- 1 or more years of experience with campus-level leadership and coordination of student success efforts across multiple student success offices or related units.
- Strong commitment to a diverse student body.
- Excellent skills in oral, written, and interpersonal communication.

CUNY TITLE

Assistant Administrator

COMPENSATION AND BENEFITS

\$142,500 - \$152,500

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 contact information for three references (Professional or Personal) as one file.

CLOSING DATE

December 7, 2024

JOB SEARCH CATEGORY

CUNY Job Posting: Executive

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.