

Job Title: ASAP|ACE Associate Director of Collaborative Strategies
Job ID: 29472
Location: College of Staten Island
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

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.

Reporting to the ASAP|ACE Director, the Associate Director of Collaborative Strategy will oversee local program initiatives that align with and complement advisement activities to provide engagement opportunities for students that will support student academics, career competency growth and improve FA application/ verification step completion. This associate director of collaborative strategy will partner with the associate director of advisement to monitor and provide consistent data sharing to ensure successful progress toward program benchmarks. The Associate Director will also be responsible for crafting and carrying out a robust, varied communication strategy across all program areas, including, but not limited to text and signal vine modalities. The Associate Director will supervise ASAP|ACE financial aid, data, academic support and engagement staff (including career staff) and be responsible for monitoring individual staff functions and developing successful job performance metrics for each role, in addition to providing support and professional development. The Associate Director will participate in all appropriate CUNY ASAP|ACE Central Office working groups as needed. The Associate Director will perform other duties as assigned by ASAP|ACE program director.

- In collaboration with the ASAP associate director(s) for advisement, develop and oversee implementation of engagement opportunities for probation and at-risk students to improve academic performance, as well as those to increase retention and persistence of program students
- Establish and maintain relationships with campus departments integral to programming including Admissions, Registrar, Bursar, Financial Aid and Information Technology
- Develop consistent processes and mechanisms for staff to carry out to increase FAFSA completion, reduce SAP/verification issues
- Develop and manage processes for program incentive distribution in coordination with appropriate college departments
- Create and oversee processes to disseminate all non-advisement program data consistently to program staff and regularly provide context for all data to program staff (in consultation with Director)
- Conduct analysis and determine appropriate academic support for students (tutoring data)
- In collaboration with the career specialist, develop career programming that supports student growth and exposure to NACE career competencies.
- 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:

Demonstrated ability to work collaboratively, prioritize multiple projects simultaneously

- Possesses a solid understanding of the student financial aid process and career development building blocks
- Excellent organization, communication, and supervisory skills
- Experience using data to guide decisions for the development of internal program processes
- Illustrates the ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and community members.
- Computer skills, particularly understanding of CUNYfirst/PeopleSoft-Oracle, experience with Microsoft Office Suite, EAB Navigate, Tableau data visualization software a plus, and aptitude to learn new systems as needed
- Understands the experiences of historically marginalized racial groups in the U.S in education, particularly Black, Indigenous, and Latinx groups.
- 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.

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

\$70,453 - \$79,188

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

January 18, 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.