

## Job Description

<b>Job Title:</b>	Academic ASAP Program Coordinator / ASAP Administrative Data Coordinator
<b>Job ID:</b>	14881
<b>Location:</b>	Hostos Community College
<b>Full/Part Time:</b>	Full-Time
<b>Regular/Temporary:</b>	Regular

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### POSITION DETAILS

The Accelerated Study in Associate Programs (ASAP) helps motivated community college students earn degrees as quickly as possible with a goal of graduating at least 50% of students within three years. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study, mandatory tutoring, and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid-eligible students and free use of textbooks and monthly Metrocards for all students. Further information is available at [www.cuny.edu/ASAP](http://www.cuny.edu/ASAP)

Reporting directly to the Academic ASAP Program Director, the successful candidate will perform the following:

- Supports projects, initiatives and activities that impact the department.
- Manages statistical data in methodical manner, including collecting and inputting data, and assist in preparing departmental reports and surveys.
- Updates office databases, lists, and files to ensure accuracy within a set deadlines.
- Completes data in preparation for monthly, quarterly and annual reports; write brief narratives for these reports in explaining data.
- Coordinates all student program compliance data including entering tutoring information, seminar attendance, and appointment data.
- Assists the recruitment team during high peaks of recruitment in maintaining the related database and spreadsheets, and preparing reports on a bi-weekly basis.
- Monitors assigned part-time workers on a daily basis.

### QUALIFICATIONS

-- Revised --

Bachelor's degree required.

The following qualifications are preferred:

- Two years experience in a higher education setting
- Advanced proficiency with Microsoft Office (Excel, Access and Word)
- Exceptional organizational, project management, and facilitation skills, including solid writing and oral communication skills
- Demonstrated ability to work independently and as part of a team
- High aptitude to multitask effectively, meet time-sensitive deadlines, and work in a precise and accurate manner

- Ability to work with large volumes of data to analyze and run reports from centralized database
- Experience with CUNYfirst
- Strong understanding of community college student challenges

### **CUNY TITLE OVERVIEW**

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 monthly MetroCards for all students. Further information is available at [www.cuny.edu/ASAP](http://www.cuny.edu/ASAP).

The ASAP Program Coordinator provides basic operational and analytical support related to a College's ASAP program.

- Manages and maintains student enrollment and information databases; collects and maintains statistical data
- Prepares reports and surveys using student information and enrollment data
- Collects information to evaluate program/event success and report results
- Serves as liaison to various College offices to ensure smooth operations and verification of student information
- Creates and distributes marketing and promotional and event materials for ASAP programming
- Assists with the coordination and execution of student activities, workshops, meetings and special events
- Performs related duties as assigned.

### **CUNY TITLE**

Assistant to HEO

### **FLSA**

Non-exempt

### **COMPENSATION AND BENEFITS**

\$35,576 - \$46,328; 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**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigating to the following links: "Employment" and "Search Job Postings."

Please attach your resume, cover letter, and the names, addresses and telephone numbers of three professional references.

### **CLOSING DATE**

-- Reopened --

Open until filled.

**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.

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