

Job Vacancy Notice

Job Title: Associate Director - Student Success Coaching Unit (Academic Resource Center Manager)

Job ID: 18688

Location: Hostos Community College

Full/Part Time: Full-Time

Regular/Temporary: Regular

POSITION DETAILS

The Student Success Coaching Unit (SSCU) is an innovative academic engagement program that is committed to the academic, personal, and professional development of Hostos Community College students. SSCU coaches work one-on-one with students to facilitate degree completion, transferring, and career planning.

Reporting to the SSCU Director, the Academic Resource Center Manager serves as Associate Director and is responsible for the following:

- Designs, implements, and monitors comprehensive Student Success Coaching Model and protocol for all continuing students served by the Student Success Coaching Office.
- Directs developmentally focused management for two senior coaches and six foundation coaches.
- In collaboration with other Associate Director, creates and facilitates weekly professional development sessions for entire coaching staff.
- Develops and maintains student engagement tracking system for the coaching staff.
- Participates in outcomes assessment and strategic planning to further enhance coaching services.
- Manages retention based programming through the unit project areas of Communication and Marketing and At Risk Student Programs by designing and coordinating communication plans regarding internal, external, and digital platforms as well as support programs for students on academic probation and early alert, stopped out and disengaged students, and supplemental assistance for students taking developmental coursework.

QUALIFICATIONS

Bachelor's degree and six years' related experience required.

The following qualifications are preferred:

- Master's Degree in Higher Education or related discipline
- Three (3) years of direct supervision of professional staff
- Availability to work evening and weekend hours

CUNY TITLE OVERVIEW

Manages program development and operations of a learning resource center.

- Implements and monitors a comprehensive student support program based on

targeted academic resources such as tutoring, remedial and/or other related support services

- Prepares outcomes assessment to further develop center offerings; sets goals and objectives; and supports strategic plan
- Creates, implements and delivers seminars, workshops and other programs to meet the needs of students and faculty
- Collaborates with academic departments and other units to design, execute and improve center offerings
- Oversees promotional material development and center communications utilizing various media formats
- Prepares analytical and statistical reports for management
- Manages professional, instructional and/or clerical staff; may administer department budget
- May seek additional funding by identifying new revenue sources and grants
- Performs related duties as assigned.

Job Title Name: Academic Resources Center Manager

CUNY TITLE

Higher Education Associate

FLSA

Exempt

COMPENSATION AND BENEFITS

\$66,324 - \$75,110: 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 and navigating to the following links: "Employment" and "Search Job Postings"

Please attach resume, cover letter and three professional references.

CLOSING DATE

June 6, 2018

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.