

Job Vacancy Notice

Job Title: Academic Resource Center Manager - Academic Learning Center
Job ID: 22706
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

The Hostos Academic Learning Center (HALC) is a complete learning environment that allows students to receive the academic help they need in a setting that is rich in resources and supports academic success. Throughout the academic year, HALC offers activities that focus on skills development, including tutorial support and self-guided tutorials.

Reporting directly to the Assistant Dean of Academic Affairs, the Academic Resource Center Manager will manage key processes for the Center. In addition to the CUNY Title Overview, the successful candidates will be responsible for the following:

- Oversees the planning, administration and operation of HALC (Hostos Academic Learning Center).
- Establishes performance goals, measurement of accomplishments, institution/enforcement of college and university policies and procedures to ensure the success of the Center.
- In collaboration with academic departments, manages the program design, research and development .
- Prepares regular, annual and supplemental budgets and reports.
- Analyses program statistics; formulation of recommendations to enhance effectiveness of tutoring programs.
- Recruits, trains and supervises tutors and other HALC personnel.
- Manages all workshops and offerings.
- Manages the notification and registration of students; development of schedules; posting of announcements.
- Prepares block freshman programs for the coordinated freshman program.
- Organizes freshman information and orientation sessions.
- Other duties as assigned by the Provost/Vice President for Academic Affairs.

QUALIFICATIONS

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

The following qualifications are preferred:

- Master's degree in education or a related field
- Strong background in educational program design, development and administration
- At least 6 years combined experience as member of a teaching faculty in post secondary or higher education, and as an administrator
- Experience in program planning, staff supervision and training, and budget/financial planning
- Experience working with a community college population in an urban setting
- Successful track record achieved through leadership, innovation, entrepreneurial skills and collaborative work style
- Strong knowledge in Microsoft Suite
- Availability to work evening and weekend hours when required

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

Salary commensurate with education and experience up to a maximum of \$91,030.

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 navigate to the following links: "Employment" and "Search Job Postings"

Please attach cover letter, resume and three professional references.

CLOSING DATE

Open until filled with review of applications to begin September 10, 2021.

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.
