

Job Title	The Director of Community College Partnerships
PVN ID	BA-2203-004674
Category	Managerial and Professional
Location	BARUCH COLLEGE
Department	Zicklin School of Business
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Jun 01, 2022 (Or Until Filled)

General Description

The Director of Community College Partnerships at Baruch College's Zicklin School of Business is responsible for the management of pipeline programs between Baruch and its community college partners. The Director's primary objective is to oversee all aspects of the Baruch Business Academy (hereafter referred to as Academy). The Academy offers a transparent, predictable, and smooth path for students to transition from a community college to Baruch, and successfully complete the Bachelor of Business Administration program at Baruch's Zicklin School of Business. This position reports to the Executive Director of Undergraduate Programs at the Zicklin School of Business.

Other Duties

The responsibilities of the Director include, but are not limited, to the following:

- Host in person and virtual information sessions for students at partner institutions with the goal of recruiting new participants into the Academy.
- Develop and conduct cross-campus, extracurricular programming for Academy students while they are at their respective partner institutions and when they matriculate to Baruch College. Programming will provide students with academic and career skills and foster a sense of community and belonging.
- Partner with Baruch's STARR Career Services Center to provide career enhancing experiences for students.
- Recruit, train, and manage peer mentors; each of whom will be assigned to mentor multiple Academy students.
- Build and run an alumni mentorship program for Academy students.
- Manage and use student data to monitor the performance and retention of Academy students and their engagement with Academy activities.
- Prepare reports on Academy activities and present to faculty, donors, and senior members of the College's administration.

- Collaborate with Academic Advisement centers and other organizational units at partner community colleges and at Baruch to monitor student progress and proactively initiate academic interventions where needed.
- Oversee non-Academy community college activities as directed by the Executive Director.
- Perform other Academy-related activities as determined by the Executive Director of Undergraduate Programs at the Zicklin School of Business

This is not intended to be an exhaustive list of all responsibilities. The Director may be asked to perform related duties as assigned.

Qualifications

QUALIFICATIONS

MINIMUM QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

OTHER QUALIFICATIONS

Must be able to multi-task, establish priorities, and meet deadlines. Proficiency with appropriate technology and data management tools required. Knowledge of CUNYfirst and/or the ability to learn internal student management software is preferred. Some evenings and weekends are required.