
Job Title	CUNY EDGE Program Assistant Director
PVN ID	BX-1902-002947
Category	Managerial and Professional
Location	BRONX C. C.
Department	Academic and Student Success
Status	Full Time
Annual Salary	\$65,000.00 - \$66,300.00
Hour(s) a Week	35
Closing Date	Jun 04, 2019 (Or Until Filled)

General Description

BCC CUNY EDGE Program Assistant Director

Background

CUNY EDGE, formerly known as the COPE program, operates at all CUNY community and senior colleges, including Bronx Community College. CUNY EDGE provides public assistance recipients with a range of services, benefits, and supports so that they succeed in college and in their careers. CUNY has a 20 year relationship with New York City's Human Resources Administration (HRA). The two collaborate in order to help public assistance recipients attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment.

CUNY EDGE borrowed best practice from the Accelerated Study in Associate Programs (ASAP) and Graduation Success Initiative (GSI) as well as other college completion programs from around the country. CUNY EDGE provides robust academic support as well as help finding work opportunities, developing personally, and achieving academic excellence.

Bronx Community College seeks a dynamic CUNY EDGE Assistant Director who can strengthen and grow the Program on campus. Currently, the Program serves approximately 700-1,000 students with six (6) full-time members of the staff.

Duties of the CUNY EDGE Program, Assistant Director:

- Monitor workflow to ensure project completion;
- Review efficiency of procedures/processes for service delivery;
- Convene and set agenda for weekly meeting of advising team;
- Develop supplemental services and programs to meet student needs;
- Maintain student attendance records, grades, and other required records;
- Initiate, facilitate, and moderate seminars and workshops;
- Facilitate the provision of services;

- Provide individual and group advising;
- Assist in the administration of all services;
- Serve as a liaison to student groups, clubs, and organizations;
- Serve as a liaison and advocate for students;
- Ensure the college meets its specific CUNY EDGE goals around student participation, persistence, graduation, and employment;
- Recruit new students to participate in program, as needed;
- Refer students to on-campus and off-campus resources and follow-up to ensure student success;
- Organize student-centered events including information sessions about program services;
- Provide student advisement, as needed.
- Other duties as assigned by Director

Other Duties

Qualifications

Qualifications

- Master's degree in public administration, management, social work, education administration, public policy or related field preferred with 3 years of relevant work experience preferred;
- Baccalaureate degree required with 5 years of relevant work experience;
- Relevant experience required, preferably in an educational or social service program serving low-income students;
- Detail-oriented with strong organizational skills;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to academically advise students and support them to meet their educational and career goals;
- Ability to work with multiple stakeholders;
- Proficiency using standard office computer programs, systems and databases;
- Experience collecting, reporting, and using data to make strategic decisions; and
- Proactive and flexible; able to balance a varied workload, deadlines and conflicting priorities.