

<b>Job Title</b>	ACE Administrative Coordinator
<b>PVN ID</b>	CC-2305-005642
<b>Category</b>	Clerical/Office Services
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	ACE Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$62,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 31, 2023 (Or Until Filled)

## General Description

### CAMPUS-SPECIFIC INFORMATION

The City College of New York is hiring an administrative coordinator for the new ACE (Accelerate, Complete, and Engage) program on our campus. The CCNY ACE Program for Transfer Students helps students who have earned an associate's degree to earn their City College bachelor's degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Modeled on the principles of CUNY's highly successful and nationally recognized Accelerated Study in Associate Programs (ASAP), ACE provides intensive academic advisement, career development, tuition scholarships, textbooks, and transportation assistance. Further information about ACE/ASAP is available at [www.cuny.edu/ASAP](http://www.cuny.edu/ASAP). The program will launch at CCNY in Fall 2023 in departments across five of CCNY's eight academic divisions. For more information, visit the CCNY ACE web site [here](#).

The ACE Administrative Coordinator performs comprehensive administrative duties to ensure productive ACE college office functioning and support the program's expansion activities, including program operations, recruitment and communication. The ACE Administrative Coordinator will also serve as the ACE point of contact with the Office of Financial Aid. The Administrative Coordinator will work in person position at the City College campus.

#### **Duties**

- Participate in student orientation and outreach efforts;
- Maintain databases, records and lists about program activities;
- Process budget requisitions and invoices for payment;
- Maintain current program information on department website(s), manuals, and other print or electronic sources;
- Organize and execute logistics for events and meetings;
- Serve as a front-line ambassador to the students, public and university community on informational matters;
- Act as liaison between the ACE Office and the Office of Financial Aid and other enrollment offices;
- Assist with facilitation of financial aid workshops in partnership with the Office of Financial Aid, new student orientation, advisement and registration events.

## Other Duties

---

- May supervise student workers;
- Participate in special projects as needed

## Qualifications

---

### **Minimum Qualifications:**

Bachelor's degree required.

### **Preferred qualifications:**

- Experience in administration of a public service, social service, education, counseling or mentoring program; work with educators and students
- Commitment to promoting college access and success in post-secondary education;
- Strong writing and communication skills;
- Flexibility to work productively in a fast paced, time-sensitive, high volume and dynamic student-focused and customer responsive environment;
- Strong presentation, verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of learners, students, faculty and staff;
- Detail orientation and organizational skills with the ability to manage multiple assignments, establish priorities and meet deadlines; and
- Computer proficiency using standard office software applications, including ACCESS database and Google Docs.

### **How to Apply:**

Please include (in a single file) a cover letter detailing your interest in the position and your qualification and your resume.

### **Closing Date:**

Open until filled. Review of applications will begin June 2. If you have questions, please contact [ACEProgram@ccny.cuny.edu](mailto:ACEProgram@ccny.cuny.edu).