
Job Title	ACE Program Director
PVN ID	CC-2307-005768
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	ACE Program / Academic Success center
Status	Full Time
Annual Salary	\$80,000.00 - \$95,000.00
Hour(s) a Week	35
Closing Date	Jul 31, 2023 (Or Until Filled)

General Description

The City College of New York is hiring a Program Director to launch and implement CUNY's ACE (Accelerate, Complete, and Engage) program on our campus. ACE is a comprehensive academic support program designed to help students complete their academic journey to the bachelor's degree on time. 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. The program will launch at CCNY in Fall 2023 in departments across four of CCNY's eight academic divisions, and the inaugural Program Director will work closely with faculty, staff and administrators at CCNY as well as ACE Program Staff at CUNY to organize all of the elements necessary to make ACE successful at the College.

Both ASAP and ACE help students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many CUNY students typically confront. Key ASAP|ACE program features include a consolidated block schedule, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition and fee gap scholarships for financial aid eligible students, textbook assistance, and MetroCards for all students. Further information is available [here](#). City College's pilot implementation of the ACE program will focus on transfer students.

Reporting to the Associate Provost for Academic Programs, the ACE Director provides general day to day oversight and successful delivery of a comprehensive program of academic, advisement, career and financial supports for program students. The director will represent the College's ACE programs on all relevant committees, within and outside the College, developing and maintaining relationships that create buy in and allow the program to operate successfully as part of the College. The director will implement CUNY ACE policy, and well as develop local program policies and processes, to meet the Program's mission, as well as develop the local strategy to meet program enrollment/recruitment targets each semester.

This position recruits, hires, and oversees all program staff and manages the development of processes to regularly and consistently enter, share and analyze engagement and outcomes data, both within the team and with college leadership, to ensure successful progress toward student engagement and program academic

performance benchmarks. The director oversees the program budget and daily administration, including scheduling and timely delivery of services. The CUNY ACE director is responsible to create a supportive, inclusive environment, encouraging and promoting opportunities to staff for professional development and growth.

Other Duties

The director, in collaboration with other program designees will also:

- Oversee the development and timely implementation of strategies and delivery of supports to improve retention, including interventions/academic supports for probation and at-risk students
- Create and manage program component delivery and data collection to ensure successful progress towards student engagement and program academic performance benchmarks
- Develop strategy and processes to reach enrollment targets
- Develop processes for program incentive distribution in coordination with appropriate college departments
- Develop strategy and mechanisms to increase FAFSA completion, reduce SAP/verification issues
- Establish points of contact within college departments integral to programming including, but not limited to admissions, registrar, career center, financial aid
- Regularly attend required meetings with CUNY Central ASAP|ACE staff, prepares reports for the University ASAP|ACE Executive Director, CUNY Office of Academic Affairs (CUNY Central), and share outcomes each semester with college leadership
- Monitor the development of a comprehensive framework to provide opportunities for ACE students to progress toward career

Qualifications

Bachelor's degree (master's preferred) in an appropriate discipline and eight years related experience, or a Master's degree in Higher Education Administration, Educational Leadership, Educational Psychology, Counseling, and/or Social Work and six years of relevant experience. The ideal candidate will have:

- Strong management and supervisory skills, ability to manage change and build productive teams
- Demonstrated budget oversight and planning experience
- Demonstrated successful program management experience, including strategy development
- Understands the experiences of historically marginalized racial groups in the U.S in education, particularly Black, Indigenous, and Latinx
- Demonstrated ability to cultivate and develop inclusive and equitable working relationships with students, faculty, staff and external stakeholders
- Excellent organization, project management, communication, and facilitation skills
- Proficient computer skills, particularly Microsoft Office; CUNYfirst and Tableau data visualization software a plus