

Job Title	Immigrant Student Center Director
PVN ID	CC-2410-006515
Category	Administrative Services
Location	The CITY COLLEGE of NEW YORK
Department	
Status	Full Time
Annual Salary	\$48,635.00 - \$97,270.00
Hour(s) a Week	35
Closing Date	Dec 22, 2024 (Or Until Filled)

General Description

The Immigrant Student Center for Resources and Research is looking to hire a full-time director. This is a full-time position available at The City College of New York (CCNY) starting during the Fall 2024 semester. The Immigrant Student Center Director will report to the Assistant Vice President of Student Affairs at the City College of New York.

The director will be responsible for creating and implementing educational programs, outreach, and retention initiatives, and will also provide advice, referrals, and support to students seeking guidance with applying to and thriving within their programs at CCNY.

The CCNY Immigrant Student Center for Resources and Research (referred to as "ISC") supports and guides immigrant students to enroll, navigate, and complete their college degrees. The Center serves students who are undocumented, have precarious immigration status, and are first-generation immigrants.

Other Duties

The Immigrant Student Center Director's responsibilities include but are not limited to the following:

- Design and implement a yearly strategic planning process to effectively execute the ISC's mission and vision, along with effective evaluation methods to ensure the success of ISC initiatives.
- Closely keep track of metrics that measure ISC's use, work, and impact.
 - Monthly impact reports submission is required.
- Oversee the direction, planning, and development of the ISC's programming.
- Manage day-to-day operations of the ISC.
- Conceive and implement ISC programming, including planning events, facilitating class presentations, etc.
- Supervise and support ISC coordinator, interns, and fellows.
- Develop and carry out professional development opportunities for CCNY staff and faculty and share

- relevant and timely information and resources with faculty and staff to better support immigrant students.
- Research, develop, and implement resources, advocacy, and referral management for current and prospective immigrant students at CCNY; oversee resources and referral management workflow for undocumented students including referring student cases to appropriate partners.
 - Build relationships with immigrant youth and allied organizations on and off campus.
 - Oversee fellowship, internship, and other non-employment-based opportunities for immigrant students at CCNY
 - Stay up to date on local and national policies, programs, and trends in immigration and immigrant students to ensure ISC addresses these changes and opportunities.
 - Assist CCNY immigrant students with processing necessary paperwork; interpreting policy and coordinating financial resources (grants and scholarships, etc.) for undocumented students.
 - Represent the Center at both on-campus and off-campus events.

Qualifications

- Holds a bachelor's degree or higher, and at least two years of related experience.
- Familiarity with state and federal policies and the political climate impacting undocumented and asylum-seeking students and students with mixed-status families.
- General knowledge of the principles, practices, and trends of the Student Services field, as well as knowledge of advising and academic policies and procedures.
- Excellent ability to interpret and apply policies and procedures independently and use sound judgment and discretion to act when precedents do not exist.
- Interpersonal skills to interact sensitively and to establish and maintain positive relationships with colleagues, students, community members, and outside organization staff from diverse social, cultural, and educational backgrounds.
- Skills that demonstrate initiative, priority setting, and independent judgment.
- Experience with Microsoft/Google Suite applications, like Excel, Sheets, and Forms, and graphic design platforms like Canva.
- Excellent writing, editing, and proofreading skills to quickly and accurately produce effective emails, letters, web content, etc.
- Social media and content creating knowledge.

Preferred Qualifications:

- Familiarity with the policies, procedures, and practices of CCNY and/or CUNY schools.

Hours and Compensation

This is a full-time position, which will be done in hybrid mode (70% in person at CCNY campus and 30% virtual). Occasional evenings and weekends will be required. The annual salary will range from \$48,635 to \$97,270, commensurate with experience.

Please submit any questions to The City College of New York, Division of Student Affairs via email to studentaffairs@ccny.cuny.edu.