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<b>Job Title</b>	Outreach and Student Engagement Coordinator, ASAP Foster Car
<b>PVN ID</b>	CU-2110-004310
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SYSTEM-WIDE ACCOUNTS
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$57,000.00 - \$63,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 07, 2021 (Or Until Filled)

## General Description

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### Outreach and Student Engagement Coordinator, ASAP Foster Care Initiative

Founded in 2007, City University of New York (CUNY) Accelerated Study in Associate Programs (ASAP) is a comprehensive associate degree completion program that currently serves 25,000 students annually at nine CUNY colleges. ASAP provides comprehensive and personalized supports and resources to students that remove barriers to full-time study, support academic momentum, and build connected community. ASAP has proven to be one of CUNY's most successful initiatives, with students in the program graduating at a rate more than double that of similar students. ASAP has been rigorously evaluated and garnered national recognition, winning the 2020 Innovations in American Government Award from the Ash Center for Democratic Governance and Innovation at Harvard University's John F. Kennedy School of Government. The ASAP model has also been adapted to the CUNY baccalaureate space as Accelerate, Complete and Engage (ACE), which is demonstrating impressive early outcomes.

The ASAP Foster Care Initiative (ASAP-FCI) at CUNY is committed to increasing graduation rates of students who have experienced foster care. The program offers a range of wrap-around services that are structured to meet the financial, academic, and personal needs of students connected to care. Students receive guidance through the CUNY application process, financial aid completion, ASAP and other support program registration, and dedicated advisement to maintain academic enrollment and persist towards graduation. FCI creates an environment where students can have a voice and access to resources they need to thrive.

### JOB DESCRIPTION

The ASAP Foster Care Initiative is seeking a highly motivated, self-starter to support student engagement and promote academic success by providing a range of services to promote the academic, professional, and personal development of FCI students and strengthen college retention and graduation efforts. This position is grant-funded until August 30th, 2022, with the possibility of renewal depending on funding. Reporting to the University Director for the Fostering Youth Initiatives (FYI), the Outreach and Student Engagement Program

Coordinator's responsibilities include, but are not limited to:

### **Recruitment**

- Lead student recruitment efforts through outreach events and program presentations
- Provide individualized guidance to students through admissions, entrance testing, and program enrollment processes

### **Student Engagement**

- Coordinate ASAP-FCI Student Ambassador activities

### **Career Pathways and Workforce Development**

- Cultivate on-campus/remote internships for eligible ASAP-FCI students
- Organize, plan, and implement career workshops for students

### **External Partnerships**

- Organize, plan, and implement professional development opportunities for external partners
- Represent ASAP-FCI at external forums and events
- Support the development of program marketing materials

### **Workshops and Meetings**

- Participate in a variety of forums in support of ASAP-FCI activities which includes organizing quarterly partner meetings and periodically represent ASAP-FCI at related meetings

### **Program Reports**

- Maintain and track student referral form data for recruitment
- Update mailing and distribution lists

## **Other Duties**

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### **Other Duties as Assigned**

- Attend staff meetings and trainings as required
- Perform special projects and other duties as assigned

## **Qualifications**

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- Minimum bachelor's degree (Master's preferred) in public service, social work and/or human services field
- At least two years of experience working with social service or educational systems; direct foster care

experience a plus

- Understanding of public higher education systems and interest in promoting college access and success in post-secondary education
- Detail oriented and accurate with excellent research, analysis, and data management skills
- Intermediate to advanced Excel skills with ability to manipulate data sets and present data in high impact and understandable ways
- Computer proficiency using PeopleSoft ERP system's administrative, financial or academic modules, student information systems, and related programs and databases
- Experience with Zoom, Microsoft Teams, Google Apps for Work, online survey systems (FormStack, Survey Monkey, etc.), and work and project management tools (Monday, WebEx, GoToMeeting, etc.)
- Outstanding communication skills (written, oral and interpersonal)
- Strong writing, proofreading, and editing skills
- Strong interpersonal communication skills with ability to work effectively with a diverse community of students, faculty and staff in a large centralized public university system
- Strong organizational and follow-through skills to execute work plans, prioritize work, coordinate multiple assignments, and meet deadlines
- Ability to collaborate in multiple team settings while also working independently
- Flexible and able to work productively in a fast-paced, dynamic environment

Cover Letter Required.

Resume must be submitted in PDF format with Lastname\_Firstname\_Resume\_OSEC.

Cover letter must be submitted in PDF format with Lastname\_Firstname\_CoverLetter\_OSEC.

Resumes will be reviewed as received. Position will remain open until filled.