

<b>Job Title</b>	ASAP ACE Foster Care Initiative Part-time Program Assistant
<b>PVN ID</b>	CU-2201-004536
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SYSTEM-WIDE ACCOUNTS
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$25.00
<b>Hour(s) a Week</b>	0.00-19.00
<b>Closing Date</b>	Mar 31, 2022 (Or Until Filled)

## General Description

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### MISSION

We build innovative educational and career development programs that strengthen and advance The City University of New York's commitment to promoting equity and mobility for its students.

### GENERAL DESCRIPTION

Accelerated Study in Associate Programs (ASAP) and Accelerate, Complete, and Engage (ACE) are two of CUNY's most successful programs. ASAP and ACE students are provided essential college supports to ensure high rates of college graduation. Both programs have demonstrated outstanding outcomes for their students.

CUNY has received a four-year grant from the Conrad N. Hilton Foundation to serve transition-aged youth from foster care who wish to pursue associate degrees at CUNY, but who have significant remedial needs in reading, writing, and/or math based on their CUNY Assessment Test scores. The grant, known as the Foster Care Initiative supports the development of strategic partnerships with foster care agencies and the New York City Administration for Children's Services (ACS) to create a college success/ graduation pathway for 325 college-bound foster care youth into CUNY Start/Math Start and the University's acclaimed Accelerated Study in Associate Programs (ASAP).

## Other Duties

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### DUTIES AND RESPONSIBILITIES

The Foster Care Initiative is seeking a highly motivated, self-starter with outstanding administrative and

communication skills to provide outreach and recruitment support for 19 hours weekly.

### **Job Responsibilities:**

- Communicate program information to prospective students with clarity, sensitivity, and professionalism;
- Work collaboratively with the FCI team to conduct in-person and online outreach via phone, email, social media and in-person activities on-and off-campus;
- Conduct presentations and develop recruitment activities at foster agencies, community-based organizations and other relevant partner sites;
- Assist with assessing eligibility of prospective students;
- Maintain enrollment tracker and provide updates on student engagement outcomes;
- Collect and track student documentation, as appropriate;
- Perform other administrative tasks, as needed;
- Other related duties as required.

## **Qualifications**

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### **CORE COMPETENCIES/QUALIFICATIONS**

#### **Minimum Qualifications**

- Bachelor's degree preferred;
- Outstanding applicants with associate's degree will be considered;
- Ability to perform job responsibilities;
- Excellent communication and interpersonal skills;
- Demonstrated comfortable rapport with students of all ages and backgrounds;
- Ability to handle sensitive information with maturity;
- Proactive, detail orientated and flexible with strong organizational skills;
- Computer proficiency skills using standard administrative and academic systems and programs, especially Microsoft Excel and Access and the ability and interest to learn new computer and tracking systems;
- Ability to work collaboratively and independently in fast-paced work environment with time-sensitive goals;
- Ability to travel and work throughout the five boroughs of New York City;
- Ability to lead events for students on holidays and during college break periods; may require some evening hours.

**Salary:** \$25.00 per hour for 19 hours weekly

**Cover Letter Required.**

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

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

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

Please note that we cannot guarantee an applicant's preferred schedule, but we will try to accommodate an applicant's request whenever possible in alignment with program needs. Schedule options are subject to change.

This is a part-time temporary position (January 2022 to May 2022) and is subject to renewal based on availability of funding.

*We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.*