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<b>Job Title</b>	CUNY Justice Academy Humanities Momentum Specialist
<b>PVN ID</b>	JJ-2110-004341
<b>Category</b>	Instruction and Social Service
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	Undergraduate Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 28, 2022 (Or Until Filled)

## General Description

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The CUNY Justice Academy Humanities Momentum Specialist supports new transfer students in humanities majors through academic and career planning and development activities and individualized transition supports. The specialist coordinates activities during the academic year to: support successful transitions, link academic and career preparation activities, and align learning experiences in humanities majors to the college's mission to educate for justice.

The Specialist is a member of the project team for the Humanities and Justice Transfer Project (HJTP), which will expand dual admissions degree programs and transfer student supports as a part of the CUNY Justice Academy. This project will enable John Jay College to increase the number of associate degree holders who transfer and earn bachelor's degrees in the humanities at John Jay. Project goals include: a) expansion of dual admissions humanities degree programs to four additional CUNY community college and b) continued development of transfer support incorporating culturally responsive practices to improve engagement with Black and Latinx transfer students' motivations, goals, and identities and c) curricular and co-curricular resource development sustain a robust and resilient transfer pathway to John Jay College's humanities baccalaureate programs from CUNY's community colleges.

Working as a team member on the Humanities and Justice Transfer Project, the Specialist will monitor implementation of dual admissions degree programs in the humanities and coordinate with staff and faculty major advisors to support development of student mentoring relationships, ensure that each transfer student registers in the appropriate courses for their degree plan and develop career focused programming and resources tailored to the majors.

This is a one-year position, subject to renewal based on availability of funding to support the role.

## Other Duties

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- Coordinate justice-themed events series for humanities majors in collaboration with faculty and project team
- Develop contacts and opportunities database to expose humanities majors to career preparation and development opportunities
- Develop and/or facilitate programming to support students' career preparation and development
- Develop and/or facilitate programming to support students' informed decisions about major selection
- Collaborate with Justice Academy advising and transfer credit evaluation teams to monitor transfer credit reports and ensure students enroll in the correct courses for their major
- Collaborate with CUNY Justice Academy staff and faculty on varied outreach and recruitment initiatives
- Participate in activities to enhance culturally responsive approaches to transfer student transitions and academic success
- Create content for humanities websites in collaboration with staff and faculty

## Qualifications

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### Required Qualifications

Bachelor's degree in the humanities or a related field and four years' related experience are required.

### Preferred Qualifications

- Master's degree in a humanities discipline, counseling, higher education administration, or a related field.
- Experience working in settings serving adult, non-traditional or underrepresented populations in higher education
- Understanding of the challenges faced by a diverse college student population in an urban setting
- The ability to work independently and carry out complex assignments with great attention to detail.
- The ability to work collaboratively and coordinate with faculty and staff across multiple divisions.
- Strong oral and written communication skills, and ability to manage large data sets in Excel or Access.