
Job Title	STEM Transfer Engagement Specialist
PVN ID	JJ-2205-004773
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Student Academic Success Programs
Status	Full Time
Annual Salary	\$58,000.00 - \$63,000.00
Hour(s) a Week	35
Closing Date	Jul 09, 2022 (Or Until Filled)

General Description

Student Academic Success Programs (SASP) provides a network of programs and services designed to give undergraduate students integrated learning experiences and continuity from one academic year to the next. SASP Transfer Programs focuses on initiatives for current and incoming transfer students, with special focus on students enrolled in CUNY Justice Academy majors across six CUNY community colleges. As part of the Transfer Programs team and reporting to the SASP Peer Engagement Coordinator, the STEM Transfer Engagement Specialist will work directly with the CUNY Justice Academy Outreach Coordinator, the STEM Acceleration Specialist, and the STEM Retention Specialist to coordinate support for CJA STEM majors, including pre-transfer engagement programming, transition outreach and program referrals, and interventions.

Other Duties

Specific tasks include:

- Coordinates recruitment and outreach for STEM transfer students in the Summer Bridge program and offers retention support throughout the academic year
- Leads training and supervision of STEM Transfer Peer Success Coaches
- Coordinates peer success coaching initiatives for STEM Transfer peers
- Coordinates mid-year progress report interventions for first and second semester STEM transfer students in all major courses
- Responsible for reenrollment outreach to STEM transfer students in EAB Navigate and through the SignalVine texting platform
- Creates strategies and initiatives to ensure STEM transfer students meet academic and career milestones, and track their achievement for STEM transfer students
- Collaborates with Associate Director of Transfer Programs and STEM Acceleration Specialist to deliver academic momentum initiatives

Qualifications

CORE COMPETENCIES:

- Working knowledge of peer-led engagement and retention practices
- Ability to recruit, hire, train, direct, monitor, and evaluate student workers/ peer coaches;
- Ability to manage multiple priorities with clarity and efficiency;
- Ability to work effectively with faculty and staff;
- Ability to respond calmly to complex and urgent issues;
- Excellent verbal and written communication skills;
- Ability to work independently and as a team member;
- Ability to develop and manage effective tracking and monitoring systems;
- Expert knowledge of MS Excel, CUNYFirst, EAB Navigate and the use of social media for student engagement is a plus

QUALIFICATIONS:

- Bachelors' Degree in a relevant field and three (3) years administrative, progressively responsible experience

This is a full-time position, with benefits, and salary is commensurate with experience. The project is located in Manhattan in New York City. To apply, submit a cover letter stating the reason you are applying and detailing your experience relevant to the stated work assignments. Also include a resume and three references.

John Jay College, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. John Jay College is recognized for serving a broadly diverse student population. Due to its success in sending underrepresented students on to STEM PhDs, John Jay is now ranked among the top Baccalaureate Origins Institutions for Hispanic students moving on to STEM doctoral programs.

This position is with the Research Foundation of CUNY and located at the campus of John Jay College. The Research Foundation of the City University of New York is an equal opportunity/affirmative action/Americans with Disabilities Act, E-Verify employer.