

Job Title	COPE Director
PVN ID	KB-1604-001098
Category	Research
Location	KINGSBOROUGH C. C.
Department	Dean of Student Affairs
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Aug 10, 2016 (Or Until Filled)

General Description

COPE (College Opportunity to Prepare for Employment) is a collaboration between CUNY and the Human Resources Administration (HRA) of the City of New York. COPE helps CUNY students who are on public assistance to meet both HRA and college requirements so that they can graduate and find jobs that promote economic self-sufficiency. HRA requires public assistance recipients to maintain full-time participation in education and work-related activities in exchange for their benefits. COPE helps students meet this participation requirement working with them to create and maintain individualized schedules of class hours and other activities that count towards this obligation, including on-campus work study assignments and internships. KBCC is one of the 19 CUNY schools participating in the COPE program.

The COPE program is in the midst of a significant transformation shifting away from direct job placement and retention for students to a model focused on student success, college retention, graduation, career development and work readiness. The new program model will begin in the spring/summer of 2016 with emphasis on advising (academic, personal, and career), personal development workshops, work opportunities (work study and internships), and continued focus on compliance with attendance and HRA regulations.

Under the supervision of the Dean of Student Affairs, the Director will

- Assume overall responsibility for implementing COPE at KBCC.
- Manage effective delivery of all program components including advisement, workshops, career development, internships, tutoring, and compliance issues.
- Use data for day-to-day program management and to evaluate program quality.
- Cultivate and maintain relationships with all campus units to meet the needs of students including but not limited to advising, financial aid, bursars, counseling center, tutoring center, Single Stop, Mens Resource Center, etc.
- Work closely with college leadership and the Central Office to ensure program quality.
- Periodically attend COPE meetings for information and training.
- Oversee a staff of 4 - 6 advisors, career and work readiness specialists and attendance monitor.
- Communicate program priorities to staff.

- Manage program budget including personnel and other expenses, in coordination with campus grants office.
- Work with the Dean of Student Affairs on various college wide initiatives as it relates to retention and persistence of at-risk students.
- Sit on Vice President of Student Affairs Directors meetings.

Other Duties

- Other duties as assigned

Qualifications

Requirements

- Bachelor's degree and at least five years' relevant experience required; Master's degree preferred.
- Five (5) years of progressively responsible program administration, planning and staff management experience, preferably an educational, social service program serving low-income students;
- Excellent writing, presentation and group facilitation skills;
- Commitment to promoting college access and success in post-secondary education;
- Can work independently as well as collaboratively with stakeholders and diverse populations in a fast-paced, time-sensitive environment;
- Proactive, creative, and able to develop innovative approaches and exercise sound judgment; can work under deadlines and adapt quickly to changing situations and priorities;
- Proficiency with Microsoft Word, PowerPoint, Excel, Outlook, Access, and web-based systems