
Job Title	ACE Program Director
PVN ID	LE-1902-002968
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Full Time
Annual Salary	\$82,000.00 - \$92,000.00
Hour(s) a Week	35
Closing Date	Apr 25, 2019 (Or Until Filled)

General Description

Accelerate, Complete, Engage (ACE) is a baccalaureate completion program based on the principles of the successful CUNY Accelerated Study in Associate Programs (ASAP). ACE is designed to increase timely graduation rates by removing the financial, academic, and personal obstacles that many students confront. Key ACE program features include a consolidated block schedule, small class size, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and monthly Metrocards or campus parking privileges for all students. Further information is available at <http://www.lehman.edu/ace/index.php>

The ACE College Director manages the operations of a campus ACE program and reports to the Vice President of Enrollment Management and Associate Provost.

Other Duties

- Develops and monitors a comprehensive program of academic, advisement, career, and financial aid support services for a designated cohort of ACE students;
- Develops and implements strategies to improve retention and performance of ACE students in collaboration with ACE advisors and career and employment specialists;
- Implements academic interventions and other initiatives to improve students' performance and retention;
- Evaluates program services and develops interventions for probation and at-risk students; makes recommendations to improve program offerings;
- Oversees program's budget and daily administration, including scheduling and timely delivery of services;
- Establishes and maintains relationships with academic departments, including scheduling of ACE classes;
- Oversees recruitment of new students, including coordination with other college offices;

- Prepares reports for the University ASAP Director, CUNY Office of Academic Affairs (CUNY Central), and college leadership;
- Attends monthly meetings at CUNY Central, and other periodic program-wide events;
- Supervises a dedicated ACE advisement, career services, instructional and/or clerical staff.

Qualifications

- Bachelor's degree (master's preferred) and eight years related experience required;
- Outstanding communication skills (oral, writing, and inter-personal);
- Excellent multi-tasking ability and responsiveness to time-sensitive requests;
- Ability to work collaboratively and independently on multiple related projects;
- Strong computer skills (Word and Excel required);
- Understanding of evaluation and data needs of education programs;
- Strong fiscal management skills;
- Familiarity with fiscal requirements and budgets of sponsored projects;
- Understanding of the organization of public higher education systems;
- Familiarity with issues faced by college students, especially in urban settings