
Job Title	Program Assistant (ACE)
PVN ID	LE-2204-004732
Category	Administrative Services
Location	LEHMAN COLLEGE
Department	ACE
Status	Full Time
Annual Salary	\$46,000.00 - \$52,000.00
Hour(s) a Week	35
Closing Date	Jul 26, 2022 (Or Until Filled)

General Description

Accelerate, Complete, and Engage (ACE) at Lehman College is a comprehensive program designed to help students complete their academic journey to the bachelor's degree within two years (transfer) or four years (freshmen). ACE provides a range of financial, academic, and personal support, including intensive academic advisement and career counseling, as well as tuition, textbook, and transportation assistance. Reporting to the Project Director, the Program Assistant is responsible for supporting all components of the ACE program. This role is scheduled for a start date in July 2022. Responsibilities include:

- Supporting the program's efforts to meet targeted goals for student engagement, retention, and graduation.
- Conducting outreach to prospective students, including phone/email campaigns and information sessions.
- Assisting with all programming, including orientation, group advisement, and individual workshops.
- Supporting ACE academic advisors and career specialist in scheduling and triaging participating students.
- Maintaining program data for assessment and reporting purposes.

Other Duties

- Coordinates day-to-day activities and resolves administrative matters referred to the project, program, or administrative unit, as guided by the supervisor.
- Coordinates large mailings from electronic and other lists.
- Assists in the gathering, preparation, and dissemination of information relating to the administration and management of the department or area.
- Provides assistance and responds to verbal and written requests for information.
- Other duties as assigned.

Qualifications

A Bachelor's Degree from an accredited college and a minimum of 2 years related work experience. The chosen candidate must be able to work in-person on campus.

PREFERRED QUALIFICATIONS

- Previous experience working with students, ideally in a higher education setting.
- Strong understanding of the needs of CUNY students.
- Ability to work independently and as part of a team.
- Ability to communicate program requirements effectively to students, as well as have the ability to easily build rapport and maintain positive, professional relationships with students, staff, and faculty.
- Computer literacy in Microsoft Office (Excel and Access), and aptitude to learn new systems as needed