
Job Title	CSTEP Project Assistant Director
PVN ID	NY-2107-004094
Category	Managerial and Professional
Location	NYC COLLEGE OF TECHNOLOGY
Department	Office of the Provost
Status	Full Time
Annual Salary	\$56,860.00
Hour(s) a Week	35
Closing Date	Dec 01, 2021 (Or Until Filled)

General Description

New York City College of Technology/CUNY has been awarded a five-year Collegiate Science Technology Entry Program (CSTEP) grant from the New York State Department of Education (NYSDoE) to implement and evaluate a comprehensive program to promote the academic success of eligible students. The project serves 262 students each year through mentoring, tutoring, workshops, a day of service, assistance with navigating college processes, a vibrant summer undergraduate research program, and support finding internships and other opportunities. Once accepted into the program, support continues to graduation, as long as students meet eligibility requirements. A CSTEP Assistant Director is needed to contribute to the recruitment of transfer students (and continuing students) to meet enrollment targets and to oversee the administration of these activities to help assure our students' academic success.

The Assistant Director will be responsible for basic operational and analytical support related to the College's CSTEP program. The CSTEP Assistant Director reports to the CSTEP director and will exercise substantial self-direction. This includes coordination/communication with other CSTEP personnel, faculty, students, administrators and external partners, maintaining rigorous standards consistent with project design, for the fulfillment of the overall project goals and deadlines.

Other Duties

Assist in the coordination of all aspects of student entry into the program from point of interest, to application, to acceptance, and to advisement and other supports, including;

Verification of student eligibility for New York State grant requirements;

Collect and maintain statistical data on applicants and enrolled students;

Participate in planning, recruitment, and outreach events and present CSTEP programs and services to prospective students and internal and external stakeholders in individual and group settings;

Plan, implement, and coordinate a variety of academic and enrichment support services, programs, and activities that enhance the educational development of college students.

Assist in preparing reports and surveys regarding program applicants, enrolled students, and program outcomes;

Work collaboratively with the STEP program staff to implement programs that benefit both STEP and CSTEP Programs to strengthen the pipeline (i.e., day of service and regional events).

Work synergistically with other student support programs at the college and the CSTEP region; attend conferences as needed.

Perform other duties as assigned.

Qualifications

1. Bachelor's degree with a minimum of five years' experience in a relevant educational setting. Prior experience on similar projects preferred. Experience in college or university administrative environments is a plus.
2. Excellent written, verbal, and interpersonal communication skills.
3. Experience collaborating with and supporting the needs of multiple stakeholders.
4. Detail-oriented with the ability to keep accurate, well-organized records.
5. Ability to work independently and also function effectively in a complex environment.
6. Commitment to helping students achieve their potential and reach their academic and career goals.