

Job Title	CSTEP Program Director
PVN ID	NY-2208-005006
Category	Administrative Services
Location	NYC COLLEGE OF TECHNOLOGY
Department	Office of the Provost
Status	Full Time
Annual Salary	\$70,509.00 - \$70,509.00
Hour(s) a Week	35
Closing Date	Oct 08, 2022 (Or Until Filled)

General Description

The New York City College of Technology (City Tech) of the City University of New York (CUNY) is soliciting applicants to serve as Program Director of its Collegiate Science Technology Entry Program (CSTEP).

The program serves 262 college 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 internship and other career-related opportunities. Once accepted into the CSTEP program, students receive continued support through graduation, as long as they maintain eligibility requirements. Collaboration with regional and statewide CSTEP and STEP programs is also an important component of this program.

The funding for CSTEP is from the New York State Department of Education (NYSED). NYSED awarded City Tech its first five-year award in 2015, and recently awarded a second five-year (2020-2025) CSTEP grant. The funding is being used to not only implement a comprehensive student-centered program that promotes academic success for minority and economically disadvantaged students who are pursuing STEM (Science, Technology, Engineering & Math) degrees and careers, but it also has a particular focus on the STEM success of transfer students. Moreover, the funding supports in-depth and thorough formative and summative assessments of all components of the program.

The successful CSTEP Program Director candidate will lead recruitment initiatives for transfer students in order to meet enrollment targets. They will also oversee and be responsible for the implementation of activities, interventions, overall operational and analytic supports that are essential to the academic success of CSTEP students. The CSTEP Program Director reports directly to the Provost, supervises the Program Coordinator and other staff, and exercises substantial self-direction. The Program Director is expected to coordinate and communicate with CSTEP staff, faculty, students, administrators, and external partners to efficiently execute the mandates of the program. The Program Director is also expected to maintain rigorous standards for fulfilling the overall project goals and deadlines, consistent with project protocols and design.

Other Duties

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1. Oversee the coordination of all aspects of student entry into the program from point-of-interest, to application, to acceptance.
 2. Oversee advisement and other program supports, including:
 - Manage a yearly budget of \$400,000 in accordance with the regulations set forth by the State of New York and Research Foundation of CUNY, our fiscal agent.
 - Oversee planning, recruitment, and outreach events by presenting the CSTEP program and services to prospective students and internal and external stakeholders in individual and group settings. Recruitment includes verification of student eligibility for New York State grant requirements.
 - Plan, implement, and coordinate a variety of academic and enrichment support services, programs, and activities that enhance the educational development of CSTEP college students, including regular check-ins with students and synergistically use other programs at the college.
 - Supervise the Program Coordinator and recruiting and overseeing peer mentors, faculty, CSTEP faculty advisors, and faculty undergraduate research mentors.
 - Communicate regularly with CSTEP students about opportunities and responsibilities.
 - Create and submit Mid-Year and Final reports outlining student successes, along with program highlights for submission to New York State offices for continued funding and support. Requirements include maintenance of a hard copy and digital tracking of students who are prospective, current and alum of the CSTEP Program.
 - Participate in regular meetings with Provost, State Liaisons and regional and statewide representatives (Brooklyn, Queens & Staten Island Regional meetings, CSTEP Statewide events and activities, and APACS (Association of Program Administrators of CSTEP and STEP) for feedback around program structure, student issues, and staffing resources.
 - Develop and maintain relationships with internal and external partners for added incentives to programming such as: giveaways, guest speakers, trips, and internship/volunteer opportunities.
 - Collaborate with others to create the college's Comprehensive Tutoring Schedule each semester.
 - Perform other duties as assigned.

Qualifications

1. Bachelor's degree with a minimum of 3-5 years' experience on similar projects in college or university administrative environments. Prior CSTEP experience highly desirable.
2. Experience in fiscal management and budgetary oversight.
3. Experience working with students from historically underrepresented or economically disadvantaged groups.
4. Excellent written, verbal, and interpersonal communication skills.
5. Detail-oriented with the ability to keep accurate, well-organized records.
6. Ability to work independently and to function effectively in complex environments.
7. Commitment to helping students achieve their potential and reach their academic and career goals.