
Job Title	Assistant Director of the Student Success Center
PVN ID	NY-2501-006683
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Enrollment Management & Student Affairs
Status	Full Time
Annual Salary	\$91,922.00 - \$99,185.00
Hour(s) a Week	35
Closing Date	Apr 22, 2025 (Or Until Filled)

General Description

The Student Success Center (SSC) plays a key role at City Tech in the development and implementation of targeted retention initiatives, assisting students in creating educational goals and academic plans, navigating support services, and resolving issues that may impact their persistence, satisfaction, and graduation.

Reporting to the Director of Retention Initiatives, the Assistant Director of the Student Success Center is responsible for the overall success of the team under their leadership including training and development of Center personnel, design and adherence to proactive student outreach strategies, and case management of new and returning students, collaborating closely with cross-functional teams, including Advising, Office of the Registrar, Financial Aid, Bursar, and Student Affairs.

Other Duties

- Designing and developing Success Center interventions to support student persistence
- Providing guidance and support to students facing challenges that may impede their academic progress
- Conducting regular program assessments, reporting, and data management through the college's student success CRM platform
- Analyzing college data and enrollment trends to inform decision-making and program development
- Supervision of the diverse staff of the Student Success Center
- Fostering a culture of student success by promoting engagement and a sense of belonging
- Managing the Center's budget, utilizing generalized data to make informed budgetary decisions
- Identifying, defining and developing funding sources to support existing and planned SSC program activities
- Writing and submitting grant proposals to federal, state and private funding agencies
- Other duties as assigned

Qualifications

- 4-year Bachelor degree minimum, master's degree preferred
- Must possess a minimum of 4 years relevant experience working in a higher education setting, preferably working with underrepresented populations
- Demonstrate the capacity to work collaboratively
- Have a proven ability to facilitate, implement and assess programs; and possess exceptional organizational and analytic skills, maintaining a consistent, positive, and motivating presence to champion organizational and departmental change to enhance student service and team performance