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<b>Job Title</b>	Program Director
<b>PVN ID</b>	QC-2205-004769
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENS COLLEGE
<b>Department</b>	Honors and Scholarship
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$58,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 14, 2022 (Or Until Filled)

## General Description

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The Kessler Presidential Scholars Program is a three -year old program, that provides wrap -around support for first generation college students. The Director of KSPS will direct the program at QC , providing vision, leadership, management and academic coordination for a program with 60 students, two part time staff members and growing peer mentor and tutor programs. They will actively engage with student support and diversity initiatives across campus. They will collaborate with the offices in Academic and Student Affairs to support student success. They will participate in planning and data collection/analysis activities with the Kessler national network of 16 partner institutions. The Director of KSPS will embrace the College and Kessler network visions to support first generation student success in the areas of social and personal engagement, academic success, and career development. This position is annually re-appointed and donor -funded (4 years); continued employment is contingent upon renewal of donation. This position will report to Dr. Nathalia Holtzman, the Interim Associate Provost of Innovation and student success and will work closely with the Director of Honors and Scholars.

<https://www.qc.cuny.edu/academics/kpsp/>

## Other Duties

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### POSITION RESPONSIBILITIES

- Reporting to the Associate Provost, the Director of the Kessler Presidential Scholars Program will work in partnership with staff, students, faculty and the College administration.

Duties for this position include but are not limited to:

- Provide direction and leadership to a diverse community of first-generation learners

- Oversee the allocation and reporting of QC Foundation, donor and CUE or other QC/ CUNY grant monies for scholarships and student and staff support
- Represent QC at Kessler Network events and with donor
- Oversee data collection, reporting and analysis as required by Kessler network
- Participate in Kessler network programming activities
- Supervise part time staff
- Provide direction and leadership for peer mentor and tutor programs
- Work with Experiential learning and other QC offices to design and implement a community service initiative
- Interface with QC College offices including Advising, Admissions, QC Hub, Learning Commons, First Year Experience, Honors and Scholarships, Experiential Learning, Study Abroad, Career Services, Student Affairs to create programming and assist students
- Oversee recruitment, admissions and advising
- Oversee Freshman Seminar in first semester that incorporates Higher Education and Ethnic Studies topics: select faculty or teach / co-teach.
- Work with English department to identify linked session of Freshman Composition for first semester freshmen
- Work with QC departments to offer a diversity -oriented sophomore seminar that meets a general education Pathways requirement

## Qualifications

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- Bachelors degree and four years of relevant full time experience required

### PREFERRED QUALIFICATIONS

- Strongly preferred MA degree in Higher Ed Leadership or related field
- Experience in managing a multi-faceted, fast paced student operation
- Demonstrated efficiency in managing resources
- Experience with first generation students and demonstrated commitment to diversity and inclusion within a student -centered model of higher education
- Ability to work collaboratively with a diverse community of students, staff, faculty, administration, and network partners
- Experience in admissions process resulting in diverse student cohorts
- Knowledge of university policies related to financial aid
- Ability to interpret and apply program rules and regulations
- Excellent verbal and written communication skills
- Ability to collect, analyze, interpret, and present data
- Experience with student success and academic administration software (Navigate, CUNYFirst, Blackboard, MS Teams)

This is a full time position with on campus responsibilities, applicants should note the Queens College CUNY COVID and on campus work expectations.