

---

<b>Job Title</b>	Director, 1199 Student Support Programs and Business Contrac
<b>PVN ID</b>	SI-1706-001891
<b>Category</b>	Managerial and Professional
<b>Location</b>	COLLEGE OF STATEN ISLAND
<b>Department</b>	Continuing Education
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 25, 2017 (Or Until Filled)

## General Description

---

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The Office of Continuing Education and Professional Development serves the diverse needs of the community by offering college preparation and remedial programs, adult learning programs, ground breaking programs that serve young adults ages 18-24, English language learning programs and a variety of community service programs, including the Adult Learning Center.

The Director of 1199 Student Support Programs is responsible for all functions related to student recruitment and enrollment for the HC4 Program and the Independent Student Program. Once students are enrolled, the Director will facilitate the necessary student support strategies and career/readiness initiatives for students while continuously assessing student progress. The Director will also develop and maintain relationships with community based organizations and the 1199 Union. This position requires strong interpersonal and communication skills, comfort working in a team/collaborative environment, and a high level of organizational skills. The Director reports directly to the Executive Director of the Office of Continuing Education and Professional Development.

## Other Duties

---

- Supervises all aspects of Student Support Programs for 1199 Union Member at the College of Staten Island and all off-site locations.
- Develops in collaboration with Executive Director a vision for the program and takes steps to realize goals.
- Works with cohorts at 1199 sites throughout New York City to select classes to be offered each semester in collaboration with CSI faculty.
- Works with various departments on campus to secure instructors for courses both on and off campus.
- Oversees the administration of the program, including sessions on orientation, registration and advisement, as well as counseling new and continuing students.
- Meets with students each semester to determine what classes they need next and work to resolve any problems they may be experiencing.
- Works as a team with other members of staff to assist incoming students with completing the application process for admission to CSI, including obtaining transcripts, diplomas, HSEs, proof of residency, appeal letters, etc. so that they can become matriculated students at CSI.
- Works with the Executive Director to complete the contract for each calendar year and work with 1199 to make sure it is executed in a timely manner.
- Meets with representatives of 1199 in Manhattan, as required, to address any challenges regarding students, classes, and instructors.
- Continually assesses program efficacy based on data.
- Creates all official budget documents to be reviewed internally and externally for 1199 and Business Contracts.
- Supervises all staff supporting 1199 Student Programs and Contracted Programs.
- Participates as a member of the leadership team under the direction of the Executive Director and supports the broader Office and Division.
- Participates on college committees as assigned.
- Completes other duties as assigned.

## Qualifications

---

- Bachelor's Degree required
- A minimum two years of professional experience working with and advising or mentoring adult learners
- Excellent communication skills, interpersonal skills, analytical capability, and writing skills
- Ability to work collaboratively with faculty and staff
- Excellent organizational skills, attention to detail
- Ability to successfully manage a number of projects simultaneously and deliver project on tight deadlines
- Understanding of adult learning principles
- Excels at serving adults representing diverse backgrounds
- Technologically proficient