
Job Title	CUNY Start Transition Aged Youth (TAY) Pipeline Program Coor
PVN ID	VA-1505-000521
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 16, 2015 (Or Until Filled)

General Description

Background

CUNY Start is an intensive program for incoming college students who have earned a high school or high school diploma, and need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, the University's community colleges, Medgar Evers College, and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start offers daytime and afternoon/evening programs, relies on data and research to guide program practice and is recognized for its carefully designed curriculum and pedagogy, ongoing professional development and mentor-based training model.

CUNY Start has received a four-year grant from the Conrad N. Hilton Foundation to serve transition aged youth (TAY) from foster care who wish to pursue associate degrees at CUNY, but who have significant remedial needs in reading, writing, and/or math based on their CUNY Assessment Test scores. The grant will support the development of strategic partnerships with foster care agencies and the New York City Administration for Children's Services (ACS) to create a graduation college success pipeline for 325 TAY into CUNY Start and the University's acclaimed Accelerated Study in Associate Programs (ASAP). TAY students will receive MetroCards while in CUNY Start, on-campus internships and other supports to ensure timely graduation from college. Along with creating a college success pipeline for TAY, the lessons learned from the project's partnerships will be incorporated into CUNY Start's advisement curriculum and training protocol. The grant also includes a research and evaluation agenda that will be led by CUNY's Office of Research, Evaluation, and Program Supports (REPS). REPS will work with key stakeholders to establish important research projects, lead focus groups, and establish benchmarks and goals for TAY to succeed and graduate from CUNY.

Job Description:

CUNY Start is seeking a highly motivated self-starter with outstanding program management and communication skills to serve as program coordinator for the TAY Pipeline initiative. Reporting to the CUNY Start Assistant Director, the CUNY Start TAY Pipeline Coordinator will:

Other Duties

Duties and Responsibilities:

- Develop and implement strategic partnerships with foster care agencies to create a pipeline for TAY to enter CUNY Start and ASAP;
- Coordinate all TAY pipeline program operations, communication, recordkeeping, meeting logistics, and outreach;
- Work with CUNY Office of Admissions, Financial Aid and Testing to assist foster-care agency staff and TAY to streamline CUNY enrollment matters;
- Work with CUNY Start and ASAP program staff and foster care agencies to support individual student needs (i.e., child care, mental health, housing, etc.);
- Work with CUNY Start and ASAP staff to help create a TAY student community at CUNY;
- Oversee and support the part-time TAY Internship Coordinator's work to develop and monitor on-campus internships;
- Maintain data on program activities and assist with analysis of data to assess program efficacy;
- Assist REPS with implementation of student surveys and focus groups;
- As agreed with CUNY Start Assistant Director, periodically represent CUNY Start at foster care forums, and;
- Other duties as assigned.

Qualifications

The ideal candidate will have:

- Minimum bachelor's degree (Master's preferred) in public service, social work and/or human services field;
- Strong understanding and experience promoting college access and success; youth development background ideal;
- At least four years of experience working with social service or educational systems; direct foster-care experience a plus;
- Detail-oriented with strong organizational skills;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to represent CUNY Start in a professional and articulate manner;
- Ability to collaborate in multiple team settings while also working independently;
- Flexible and able to work productively in a fast paced, and dynamic environment;

- Outstanding computer skills in Microsoft Word and Excel; comfortable learning new computer systems for tracking and data collection;
- Able to travel to multiple agencies and campuses throughout New York City;
- Ability to lead events for TAY on holidays and during college break periods; may require some evening hours.