

Job Title	Summer Start Program Manager
PVN ID	VA-1509-000730
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	\$60,000.00 - \$68,000.00
Hour(s) a Week	35
Closing Date	Feb 11, 2016 (Or Until Filled)

General Description

Background

CUNY Start is an intensive program for incoming college students who have earned either a high school or high school equivalency 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, the College of Staten Island, and Medgar Evers College work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development, and mentor-based training model.

Summer Start, based on the CUNY Start math curriculum and advisement model, is an intensive 8-week program for incoming CUNY students who want to increase their math proficiency before starting credit-bearing classes. Similar to CUNY Start, Summer Start, enrolls students who have been accepted to CUNY, but have not passed the math sections of the CUNY Assessment Tests. Along with the program's pre-college, intensive math instruction, Summer Start students also attend a college success seminar to help them develop their academic identity and to learn about campus resources and college expectations. Over the next four years, Summer Start will expand from having recently served 150 students at three campuses to 7,000 students at multiple sites throughout New York City. For more information about CUNY Start and Summer Start see: www.cuny.edu/cunystart

Job Description

CUNY Start is seeking a highly motivated, self-starter with outstanding program management and communication skills to serve as the **Summer Start Program Manager**.

Other Duties

- Support the CUNY Start Assistant Director and CUNY Start leadership team to manage program expansion and strategic planning to further develop program offerings;
- Implement and monitor a comprehensive academic program development plan, including the provision of recommendations to improve program policies and procedures;
- Serve as resource expert regarding program policies and procedures;
- Oversee college campus-based student recruitment efforts, monitoring and reporting;
- Provide support and oversight to Summer Start Coordinators in various program areas, including start-up, student recruitment and matriculation, data collection, and staffing;
- Facilitate regular meetings with both Central Office and campus Summer Start staff;
- Develop and implement the Summer Start academic calendar, including instructional time and testing plans, in conjunction with the Central Office Curriculum and Professional Development team;
- Maintain statistical data on program activities and provide Assistant Director with regular updates;
- Analyze basic program data to assist program administrators in creating outcomes assessment and utilization reports;
- Identify and coordinate marketing and outreach strategies to increase program visibility such as presentations, workshops, and social media networks;
- Oversee all Summer Start online/web content to ensure accuracy and user-friendliness;
- May manage professional and/or clerical staff;
- May act on behalf of Assistant Director in his/her absence;
- Performs related duties as assigned.

Qualifications

- Bachelor's degree and at least four years' relevant experience required;
- Advanced degree in a related field strongly preferred;
- Four (4) years of progressively responsible program administration and planning experience, preferably an educational, social service program serving under-prepared students;
- Detail-oriented with strong organizational skills;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to work effectively as an individual contributor and collaboratively as a team member in a fast-paced, time-sensitive, high volume, dynamic student-focused environment;
- Ability to work with multiple stakeholders in a flexible and strategic manner;
- Proficiency using standard office computer programs, systems and databases;
- Commitment to promoting college access and success in post-secondary education;
- Proactive and flexible, with ability to establish plans, manage a varied workload, deadlines and conflicting priorities;
- Ability to travel to multiple college campuses located in the five boroughs of New York City preferred.

How to Apply: Applicants must submit a cover letter and resume for consideration. Your application is **not complete without the required documentation**. Please make sure all attachments have your first and last name before submission.