Job Title	Summer Start Administrative Assistant
PVN ID	VA-1509-000762
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	$43,000.00 - $46,000.00
Hour(s) a Week	35
Closing Date	Feb 11, 2016 (Or Until Filled)

General Description

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 administrative and communication skills

to serve as the **Summer Start Administrative Assistant**. Reporting to the Director of College Transition Curriculum and Instruction, the Summer Start Administrative Assistant performs comprehensive administrative duties to support the daily operational requirements of the implementation and expansion of Summer Start.

Other Duties

- Provide administrative support to the Central Office CUNY Start Professional Development Team;
- Collaborate with CUNY Start's Central Office and campus-based administrative teams to support smooth implementation and coordination of the Summer Start program;
- Develop systems and support operations related to recruiting and hiring campus-based teachers and advisement staff;
- Schedule meetings and organizes training events;
- Prepare training and program materials;
- Draft meeting notes and planning templates;
- Communicate with campus staff regarding basic program information, program planning, staffing, and upcoming events;
- Manage the office's Summer Start records;
- Maintain professional development data on related program activities;
- Participate and support, as appropriate, the Summer Start administrators and expansion team efforts to increase professional development needs;
- Coordinate special projects and ad hoc meeting requests;
- May supervise support and part-time staff as directed;
- Perform related duties as assigned.

Qualifications

The ideal candidate will have the following experience and skills:

- Bachelor's degree required;
- Two (2) years' work experience in program administration and coordination of a public service, social service, education, counseling or mentoring program working with educators and students – event planning experience preferred;
- Commitment to promoting college access and success in post-secondary education;
- Ability to work productively in a fast-paced, time-sensitive, high volume, dynamic student-focused environment;
- Excellent writing, proofreading and editing skills;
- Detail-oriented and accurate, with sound research, evaluation, critical analysis and data management skills;
- Strong interpersonal communication skills;
- Proactive and flexible, with ability to establish plans, manage a varied workload, deadlines and conflicting

priorities;

- Strong computer proficiency using standard administrative and academic systems and programs, especially Microsoft Excel and Access, and ability to learn new computer and tracking systems;
- Ability to travel to multiple college campuses located in the five boroughs of New York City preferred.

Salary: $43,000 - $46,000; commensurate with qualifications and experience.

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.