

Job Title	CUNY Start/Summer Start - Professional Developer, Advisement
PVN ID	VA-1511-000847
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Apr 14, 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 advisement, counseling and interpersonal skills to serve as the **Summer Start/CUNY Start, Program Professional Developer for Advisement** ("Professional Developer for Advisement"). Reporting to the Director of College Transition

Curriculum and Instruction, the Professional Developer for Advisement administers the Sumer Start/CUNY Start's advisement curriculum as a leading member of a division's professional development team.

Responsibilities include:

Training and Coaching

- Develops and conducts advising and training workshops for all advisors;
- Trains advisors to assess students' academic and social readiness for college
- Support students' success in the program, at the point of matriculation and in college;
- Provides campus-based support to advising teams through activities such as observations and feedback meetings;
- Co-evaluates newly hired advisors based on the programs' articulated philosophy and methods;
- Provides ongoing coaching to advisors in the program's curriculum and core advisement principles and practices;
- Supports campus-based advisors to continue the training and modeling for new advisors in the curriculum and core practices.

Collaboration and Leadership

- Articulates and models the program's approach to advisement;
- Closely collaborates with the CUNY Start central office instructional and administrative teams to support the implementation of the program's college success curriculum;
- Develops, recommends, and implements program goals and objectives to meet students' specialized needs;
- Coordinates and supports delivery of advisement services to align to program goals;
- Coordinates with counselors, mentors and others who are assisting students.

Curriculum Development and Implementation

- Drafts and revise the programs' advisement training protocols and related components, as needed, and ensures that advisors integrate changes into their instructional methods;
- Ensures implementation of the curriculum across all required program elements, including individual, group and seminar settings;
- Maintains ongoing communications with advisors as well as department management, advisory groups and external organizations.

Continuous Improvement and Evaluation

- Collects data for, analyzes, and reports on activities and outcomes;
- Performs related duties as assigned.

Other Duties

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- Bachelor's degree and six years of related experience required.
- Advanced degree in a relevant discipline strongly preferred;
- Six (6) years of experience administering and coordinating an educational, academic advising, mentoring or social service program strongly preferred;
- Knowledge of pedagogical approaches, adult learning and developmental theories and methods shown to support better learning and transfer of knowledge;
- Experience measuring student outcomes, coaching and evaluating instructors or advisors;
- Ability to use sound judgment to draw conclusions and make recommendations and to work effectively with a diverse community of learners and educators, as an individual contributor and as a team member;
- Strong analytical and problem-solving skills;
- Detail-oriented, with strong writing, proofreading and editing skills;
- Excellent oral and interpersonal communication skills with strong consultation, presentation and group facilitation skills;
- Strong organizational skills, ability to establish plans, manage multiple assignments and meet deadlines in a time-sensitive, dynamic and student-focused program;
- Flexibility to work occasional evening hours and/or weekends as needed; Ability to travel throughout NYC's five boroughs.

Salary: \$60,000-\$70,000 annual

How to Apply: Applicants must submit a cover letter and resume for consideration.