

<b>Job Title</b>	Student Engagement Liaison (CUNY Start)
<b>PVN ID</b>	VA-1512-000874
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Start
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$25.00
<b>Hour(s) a Week</b>	19.00
<b>Closing Date</b>	Mar 04, 2016 (Or Until Filled)

## General Description

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CUNY Start Transition Aged Youth (TAY) Pipeline Initiative –Student Engagement Liaison (multiple positions)

Research Foundation of CUNY

Part-time position; Grant Funded

19 hours a week at \$25/hour

## Background

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. The grant also includes a research and evaluation agenda that will be led by CUNY's Office of Research, Evaluation, and Program Supports (REPS).

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.

ASAP helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and monthly MetroCards for all students.

### **Job Description:**

CUNY Start is seeking a highly motivated self-starter with outstanding administrative and communication skills to serve as a part-time **Student Engagement Liaison**. Reporting to the CUNY Start TAY Pipeline Coordinator, the Student Engagement Specialist will:

- Assist CUNY Start and ASAP with outreach and recruitment efforts to reach TAY students;
- Ensure TAY ASAP application and documentation needs are met for their transition and acceptance into ASAP;
- In dialogue with the CUNY Start and ASAP staff, facilitate group activities to support TAY college integration and success;
- Support the development of activities to engage TAY during holidays and college breaks;
- Support the TAY Internship Coordinator in monitoring on-campus job placements;
- Participate in professional development and training to better understand the needs of TAY from foster care transitioning into and through college;
- Coordinate special projects, ad hoc requests and other duties as needed.

## **Other Duties**

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## **Qualifications**

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### Requirements:

- Bachelor's degree preferred. Outstanding applicants with associate's degree will be considered;
- A minimum two years of relevant professional experience;
- Candidates with foster care, social work and/or human services backgrounds, a plus;
- Experience working with students in a youth development and/or peer mentoring/peer advisement capacity, desirable;
- Detail-oriented with strong organizational skills;
- Strong writing, proofreading, editing and communication skills;

- Ability to collaborate in multiple team settings while also working independently;
- Flexible and able to work productively in a fast paced, time-sensitive, high volume and dynamic student-focused environment;
- Outstanding computer skills in Microsoft Word and Excel; comfortable and eager to learn new computer systems for tracking and data collection needs;
- Able to travel to multiple agencies and CUNY campuses throughout New York City in all five boroughs;
- Flexible schedule with ability to work some mornings and afternoons, a must; Candidate must also be able to work occasional evenings and weekends.

To Apply:

To be considered, candidates must submit a cover letter and resume.