
Job Title	CUNY Start-ASAP Foster Care Initiative Student Engagement Co
PVN ID	VA-1608-001332
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	\$45,000.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	Oct 26, 2016 (Or Until Filled)

General Description

CUNY Start-ASAP Foster Care Initiative Student Engagement Coordinator

Background

CUNY Start is an intensive program for incoming associate-degree seeking college students who 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's Accelerated Studies in Associate Programs (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.

CUNY Start has received a four-year grant from the Conrad N. Hilton Foundation to serve transition aged youth 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 college-bound foster care youth into CUNY Start and the University's acclaimed Accelerated Study in Associate Programs (ASAP).

In CUNY Start and ASAP, foster care students will receive MetroCards, on-campus internships and other supports to ensure timely graduation from college. Along with creating a college success pipeline for youth from foster care, 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 youth from foster care to succeed and graduate from CUNY.

Job Description:

CUNY Start is seeking a highly motivated self-starter with a youth development background and outstanding administrative skills to serve as the Student Engagement Coordinator for the Foster Care Initiative.

Other Duties

Reporting to the FCI Program Coordinator, the Student Engagement Coordinator will:

- Assist the FCI Coordinator with outreach and recruitment efforts to reach potential students;
- Assist with verifying student eligibility and referrals to campus programs;
- Ensure FCI students' ASAP application and documentation needs are met for their transition and acceptance into ASAP;
- Facilitate engaging academic and social activities to support students' college integration and success during the school year, including holidays and college breaks;
- Conduct campus visits to meet with FCI students and program staff;
- Assist the FCI Internship Coordinator in supporting students in their on-campus job placements;
- Participate in professional development and training to better understand the needs of foster care youth transitioning into and through college;
- Coordinate special projects, ad hoc requests and other duties as needed.

Qualifications

Requirements:

- Bachelor's degree and a minimum two years of full-time, relevant professional experience in foster care, social work, student services and/or human services;
- Experience working with students in a youth development and/or peer mentoring/peer advisement capacity, desirable;
- Able to travel to multiple agencies and CUNY campuses throughout New York City in all five boroughs;
- Detail-oriented with strong organizational skills;

- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to collaborate in multiple team settings while also working independently;
- Ability to work in fast-paced, student-centered college program dedicated to supporting students' college success and graduation goals;
- Ability to lead events for students on holidays and during college break periods; may require some evening hours;
- Outstanding computer skills in Microsoft Word and Excel; comfortable and eager to learn new computer systems for tracking and data collection needs.