
Job Title	Math Start Manager for Outreach and Strategic Partnerships
PVN ID	VA-1706-001858
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Start
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jan 31, 2018 (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, six CUNY community colleges, the College of Staten Island, and Medgar Evers College work collaboratively to provide students with an innovative approach to developmental education. Founded in 2009, CUNY Start is recognized for its carefully designed curriculum and pedagogy, comprehensive teacher training, and ongoing professional development model.

Math Start, which is offered under the auspices of CUNY Start, is an intensive 8-week version of the semester-long CUNY Start math program. Launched in 2015, Math Start helps incoming students increase their math proficiency before matriculation. Math Start targets students who have not passed the math sections of the CUNY Assessment Tests. Along with intensive math instruction, Math Start students attend a college success seminar to help them learn about campus resources and college expectations.

Based on impressive outcomes to date, Math Start is undergoing a large-scale expansion. In 2016/17 Math Start served close to 1,000 students. In 2017/18, Math Start will serve 2,000 students and by 2018-2019, reach 4,000 students citywide. Math Start is currently offered at most CUNY Start partner colleges and New York City College of Technology. Plans are also underway to also develop satellite Math Start locations and strategic partnerships with community-based organizations, NYC Department of Education high schools, and Adult Basic Education programs. Math Start works closely with the nationally recognized Accelerated Studies for Associate Programs (ASAP), which provides a structured academic pathway for students to earn their associate degrees as quickly as possible, with the goal of graduating at least 50 percent of students within three years.

Additional information about CUNY Start, Math Start and ASAP can be found at www.cuny.edu/cunystart,

Other Duties

Reporting to the CUNY Start Associate Director, the Math Start *Manager for Outreach and Strategic Partnerships* will play a critical role in supporting the goals of the Math Start program by building and developing partnerships with external stakeholders and college agents to realize Math Start's ambitious enrollment targets. The ideal candidate must be highly motivated, possess outstanding communication, relationship building, negotiation, and project management skills and be able to multitask in multiple, complex and dynamic work environments. Specific responsibilities include, but are not limited to:

Building partnerships and developing programs

- Cultivate partnerships within and outside of CUNY to support Math Start expansion goals and referral strategies to enhance campus recruitment needs,;
- Articulate program goals, including enrollment targets, and priorities with multiple stakeholders in a clear, concise manner;
- Develop and foster productive relationships with the NYC Department of Education and community-based organizations in order to establish new Math Start program sites;
- Ensure operational systems are in place for students to matriculate from Math Start to ASAP and CUNY.

Leading citywide outreach and recruitment efforts

- In dialogue with the CUNY Start/Math Start Associate Director develop and lead a citywide Math Start outreach plan that is coordinated with partner college recruitment efforts;
- Provide feedback and strategies to enhance partner college Math Start recruitment and communication;
- Coordinate marketing and deliver communication about Math Start in CUNY, NYCDOE, and appropriate non-profit settings and public events and across social media networks to enhance program visibility.

Managerial Requirements

- Support the CUNY Start/Math Start Associate Director in overall expansion and strategic planning to meet expansion targets and maintain fidelity to the program model;
- Maintain statistical data on program activities and provide CUNY Start/Math Start Leadership Team with regular written updates on expansion and planning outcomes;
- Serve as resource expert regarding outreach strategies and project development to CUNY Start college partners;
- Performs related duties as assigned.

Qualifications

- Advanced degree in Public Administration, Management or Public Policy, Higher Education Administration or a related field strongly preferred;
- At least four (4) years of progressively responsible program administration and planning experience, including related experience leading outreach and recruitment efforts;
- Understanding of and experience in educational, social service programs serving under-prepared students;
- Detail-oriented with strong organizational and critical thinking skills that support short and long-term planning;
- Ability to establish new programs models, collaborate with multiple stakeholders to implement and start up new initiatives and to articulate program design and goals;
- Demonstrated experience as a creative and critical thinker who can balance collaborative work with program implementation;
- Outstanding written, oral and interpersonal communication skills;
- Ability to work with multiple stakeholders in a flexible and strategic manner;
- Proficiency using standard office computer programs, systems and databases and familiar and comfortable using social media and online tools;
- Commitment to promoting college access and success in post-secondary education;
- Proactive, creative and flexible, with ability to manage a varied workload, deadlines and conflicting priorities;
- Ability to travel to colleges and agencies throughout the five boroughs of New York City required.

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.