Job Title	College Now Central Office Coordinator
PVN ID	VA-1706-001872
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs - K-16 Initia
Status	Full Time
Annual Salary	$60,000.00 - $70,000.00
Hour(s) a Week	35
Closing Date	Jul 31, 2017 (Or Until Filled)

General Description

College Now (CN) is a comprehensive collaborative initiative of the City University of New York (CUNY) and the NYC Department of Education (NYCDOE) aimed at promoting and supporting higher academic achievement for the city's public high school students. The program involves all of the University's colleges as part of an integrated system offering college courses and college preparatory activities to high school students. Each year, the program reaches more than 21,000 students across over 480 NYC public high schools, generating 31,000 course enrollments. Its overall goal is to help students be better prepared for college-level work and enter college without the need for remediation.

Reporting to the Director of College Now, the College Now Program Coordinator will be a part of a team of professional staff overseeing the University-wide dual enrollment program. Main tasks include providing direct support to campus programs in implementing new program services and training and building capacity on campuses to provide new services; supporting campus-based coordinators in the implementation of all aspects of the College Now program including applying and interpreting College Now program wide policies (eligibility requirements, testing, etc.), and analyzing and interpreting data for program assessment purposes. Interested candidates should have a flexible, collaborative attitude, understand the fast-paced and highly changeable nature of educational programs, and be willing to learn.

Other Duties

Specific Duties

- Provide support to campus programs in the area of student and youth development to design and implement enrichment services that support student awareness and knowledge of the college going process and the importance of college readiness for success in college; student awareness and knowledge of career development; College Now alumni success at first year in college, and interaction between College Now alumni and College Now students.

- Provide direct service in the above areas and/or build capacity by training campus program staff to start or continue providing above services.
- Assist campuses with integration and assessment of special enrichment projects into College Now program (including recruitment, data collection, assessment and reporting, and budgeting)
- Monitor assigned campus programs' performance in the areas of enrollment and student achievement.
- Assist with planning and implementation of College Now program wide professional development and technical assistance in the areas of education and youth and student development (determine topics, create materials, identify resources, identify presenters, etc.)
- Assist with planning and implementation of annual schedules and agendas for College Now wide and internal staff meetings.
- Assist with the creation of College Now program information materials, (flyers, postcards, general program information for different audiences) program documents and reports as needed.
- Assist with the data collection processes for College Now and special projects.
- Assist with the analysis and research of the program for the purpose of program management and improvement.
- Assist with the creation of the materials appropriate for College Now website and general communication through the Website and social media.
- Prepare and participate in program presentations at conferences and other venues as needed.

Qualifications

- Bachelor's degree required, Master's degree preferred;
- A minimum of at least 8 years of experience in program management of an education program;
- Excellent communications skills both written and oral, and an ability to translate technical issues for a non-technical audience;
- Proficiency with MS Excel or other data manipulation software;
- Strong management and organizational skills with an ability to set and meet deadlines;
- Detail-oriented and ability to keep accurate, and well-organized records;
- Ability to be flexible and to work carefully and quickly to meet the demands of programs.