
Job Title	ASAP Coordinator for Staff Development and Training
PVN ID	VA-1707-001946
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$65,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Sep 24, 2017 (Or Until Filled)

General Description

ASAP Coordinator for Staff Development and Training

Central Office of Academic Affairs

Founded in 2007, the Accelerated Study in Associate Programs (ASAP) is a comprehensive full-time degree pathway program for associate-degree-seeking students. Operating at nine CUNY colleges, ASAP is committed to graduating at least 50% of students within three years through the provision of comprehensive support services and financial resources that remove barriers to full-time study, build student resiliency, and support timely degree completion. Key program components include full-time enrollment, block scheduled first-year courses, cohort course taking, financial support, intrusive and mandatory advisement, career readiness services, and tutoring. Based on outstanding program success to date, ASAP will expand to 25,000 students within CUNY by the academic year 2018-2019. Further information is available at www.cuny.edu/ASAP.

The City University of New York Office of Academic Affairs is seeking a motivated self-starter with significant adult learning and staff development experience to serve as a full-time ASAP Coordinator for Staff Development and Training. Under the supervision of the ASAP Specialist for Training and Support, the Coordinator will support the development and delivery of all college-staff professional development activities. Provide PD offerings for all functional staff roles, from director to administrative staff, including advisors and career employment specialists. The ASAP Coordinator for Staff Development and Training should keep pace with forward-thinking trends in the professional development sector, aligning all training offerings with emerging and observed needs.

Other Duties

Specific responsibilities include:

- Research, vet and provide logistical coordination of professional development opportunities across

college-staff functional areas;

- Assist in the identification of staff development/training needs;
- Responsible for planning, organizing and delivering training for staff;
- Assist in the creation of training materials and advisor resources;
- Create and maintain a living library of professional development resources;
- Assist with the development of a strategic plan for staff professional development;
- Support the facilitation needs for all in-house trainings, including peer mentor, student leader program, and SI;
- Manage semester newsletter and advisor resources on SharePoint server
- Assist with the development of a strategic plan for staff training and development;
- Stay abreast and current with changes in the field;
- Assist with large-scale ASAP events;

Qualifications

The ideal candidate will have:

- Bachelor's degree required, Master preferred;
- Significant experience facilitating workshops and/or trainings with adult learners;
- Experience working in higher education and/or directly with college staff a plus;
- Demonstrated commitment to experiential learning and practice;
- Excellent communication skills (oral, writing, and interpersonal);
- Strong project management skills and attention to detail; and
- Ability to work collaboratively and develop relationships.

Salary: \$65,000-75,000 commensurate with experience.

To Apply: Interested individuals should submit a resume and cover letter.