

<b>Job Title</b>	Assistant Director, CUNY Start and ASAP Foster Care Initiative
<b>PVN ID</b>	VA-1803-002414
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Foster Care Initiative
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$68,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 26, 2018 (Or Until Filled)

---

## General Description

[CUNY Start](#) and [Accelerated Study in Associate Programs \(ASAP\)](#) are two of CUNY's most successful programs. CUNY Start helps students prepare for college-level coursework and reduce or eliminate any remedial needs prior to starting credit-bearing courses. ASAP students are provided essential college supports to ensure high rates of college graduation. Both programs have demonstrated outstanding outcomes for their students. Math Start, under the auspices of the CUNY Start program and based on its curriculum and pedagogy, is an intensive 8-week program for CUNY students who want to increase their math proficiency before starting credit-bearing classes.

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, known as the [Foster Care Initiative](#) supports the development of strategic partnerships with foster care agencies and the New York City Administration for Children's Services (ACS) to create a college success/ graduation pipeline for 325 college-bound foster care youth into CUNY Start/Math Start and the University's acclaimed Accelerated Study in Associate Programs (ASAP).

### JOB DESCRIPTION

The CUNY Start and ASAP Foster Care Initiative is seeking a highly motivated, self-starter to support student engagement and promote academic success by providing a range of services to promote the academic, professional and personal development of FCI students and strengthen college retention and graduation efforts.

### Other Duties

---

Reporting to the Director for the Fostering College Success Initiative (FCSI), the Assistant Director's responsibilities include, but are not limited to:

#### Strategic Planning and Leadership

- Support the Director in overall strategic planning, coordination and implementation of FCI to meet targets and goals for student success in college;
- Oversee the collection and analysis of data related to FCI student success and retention, using the data to inform practices;
- Collaborate with FCSI team on areas of student residential housing and individual student support;
- Develop information and marketing materials in a variety of formats, including flyers, email blasts, websites, and social media channels for students, counselors and the general public.

#### Management

- Supervise, support and coach the FCI team, which includes full and part-time staff working with students, foster care partners and other stakeholders;
- Manage and provide leadership for FCI outreach and recruitment activities, including the development of relationships with foster care agencies, high schools, community service agencies, alternative educational settings, and the court system to support FCI enrollment targets;
- Cultivate internship opportunities for students;
- Represent and present program information about FCI in public meetings and events.

#### Partnership Development

- Collaborate with internal CUNY team, college advisement staff, Administration for Children's Services, and Foster Care partner agencies to maintain program enrollment and retention goals;
- Participate in a variety of forums in support of FCI activities which includes organizing quarterly partner meetings and representing FCI at related meetings and conferences;
- Work in close coordination with CUNY Start and ASAP Professional Development staff to develop, coordinate and facilitate training sessions and resources for CUNY Start and ASAP advisors.

Other duties as assigned.

## Qualifications

---

- BA degree required; Master Degree in public administration, social work and/or other related field preferred;
- Demonstrated supervisory and management experience;

- Leadership experience in educational and/or human service field a plus;
- Knowledge of MS Excel and proficiency in Microsoft Office software applications (e.g. Word, PowerPoint);
- Strong analytical and problem solving skills with an ability to develop systems and processes and teach others to use;
- Strong communications, writing and reporting skills;
- Advanced project management skills and experience;
- Excellent organizational skills including time management, maintaining of records and meetings, tracking and following detailed next steps through to completion with limited support;
- Attention to detail and ability to identify issues;
- Ability to be flexible in a fast-paced environment of quickly changing priorities and tight deadlines;
- Ability to travel through the five boroughs and able to work occasional weekends and evenings;
- Dedication to developing systems and program strategies for the success of foster youth at CUNY a must

All applications must include resume and cover letter.