Job Title	CUNY Foster Care Initiative Data and Program Assistant
PVN ID	VA-1807-002627
Category	Clerical/Office Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Foster Care Initiative
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	Sep 20, 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 before 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).

Other Duties

The Foster Care Initiative (FCI) is seeking a highly motivated, self-starter to provide administrative support for 19 hours weekly. Reporting to the Director for the Foster Care Initiative, the Program Assistant supports the daily operational needs of the successful operations of CUNY Start/Math Start and FCI program.

Responsibilities include, but are not limited to:

- Schedule meetings and organize training events;

- Prepare training and program materials;
- Draft meeting notes and templates;
- Order, track, and reconcile MetroCard orders;
- Support operations related to recruitment;
- Input and track data records in Excel and the FCI Database;
- Maintain and update student rosters and other documentation;
- Support procurement and reconciliation of outstanding invoices (Fee Waivers, Tuition Payments, Book Reimbursement);
- Support operations related to Internships (Human Resources Processes, Payroll Tracking and Submissions);
- Communicate with campus staff regarding upcoming events;
- Coordinate special projects and meeting requests; and
- Other duties as

Qualifications

- Bachelor's degree preferred;
- Ability to perform job responsibilities;
- Excellent communication and interpersonal skills;
- Proactive, detail orientated and flexible with strong organizational skills;
- Computer proficiency skills using standard administrative and academic systems and programs, especially Microsoft Word, Excel and Access and the ability and interest to learn new computer and tracking systems
- Advanced knowledge of Microsoft Excel with a strong proficiency in the use of advanced formulas and pivot tables a must