
Job Title	FCI, Campus & Support Program Coordinator
PVN ID	VA-1808-002695
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Academic Affairs
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 28, 2018 (Or Until Filled)

General Description

MISSION

We build innovative educational and career development programs that strengthen and advance The City University of New York's commitment to promoting equity and mobility for its students.

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 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 pathway 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

DUTIES AND RESPONSIBILITIES

Recruitment

- Support student recruitment through outreach events and program presentations.
- Provide individualized guidance to students through admissions, entrance testing, and program enrollment processes.

Student Support

- Organize, plan, and implement orientation events for students and agency staff. Assist in the organization of student engagement activities.
- Monitor student academic progress on a monthly basis.
- Create standard interventions to support academic success based on academic tracking.
- Communicate with student's advisor, foster care agency, dorm team, and other service providers, as appropriate.
- Oversee and manage the Internship Program.

Campus Support

- Act as the liaison and share information between advisement, service providers, and dorm team.
- Support Provide campus teams around student concerns.
- Organize, plan, and implements professional development opportunities for campus staff.
- Support the ASAP-FCI Student Engagement Liaisons through training, activities, and reporting.
- Build partnerships with other CUNY programs serving the same or similar populations.
- Assist campus programs building stronger campus partnerships.

Other Duties as Assigned

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- Minimum bachelor's degree (Master's preferred) in public service, social work and/or human services

field;

- Strong understanding and experience promoting college access and success; youth development background;
- At least four years of experience working with social service or educational systems; direct foster care experience a plus;
- Detail-oriented with strong organizational skills;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to represent FCI in a professional and articulate manner;
- Ability to collaborate in multiple team settings while also working independently;
- Flexible and able to work productively in a fast-paced, dynamic environment;
- Outstanding computer skills in Microsoft Word and Excel; comfortable learning new computer systems for tracking and data collection;
- Able to travel to multiple agencies and campuses throughout New York City.
- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.

Please include resume with cover letter.