
Job Title	Assistant Director, Foster Care Initiative
PVN ID	VA-1810-002787
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$68,000.00 - \$78,000.00
Hour(s) a Week	35
Closing Date	Dec 23, 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).

DUTIES AND RESPONSIBILITIES

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.

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 the Fostering College Success Initiative 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

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

Qualifications

MINIMUM QUALIFICATIONS

- BA degree required;
- Demonstrated supervisory and management experience;
- Five years of experience needed in developing program strategies and systems;
- 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

PREFERRED QUALIFICATIONS

- Master Degree in public administration, social work and/or other related field preferred;
- Leadership experience in educational and/or human service field a plus;

PHYSICAL REQUIREMENTS

- 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
- Ability to travel to other CUNY sites as needed.

APPLICANT INSTRUCTIONS

All applications must include a resume and cover letter. This will be an active search from date of posting and search will be open only until position is filled. The selected candidate will be required to start within three weeks of hire.

All cover letters and resumes must be in a PDF format and must be titled: LastName_FirstName_CL_FCI AD and LastName_FirstName_Resume_FCI AD.

EEO INFORMATION

We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.