
Job Title	ASAP Senior Manager for New College Partnerships and Technic
PVN ID	VA-1904-003030
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	SUD OAA; ASAP
Status	Full Time
Annual Salary	\$78,000.00 - \$86,000.00
Hour(s) a Week	35
Closing Date	Aug 07, 2019 (Or Until Filled)

General Description

Founded in 2007, Accelerated Study in Associate Programs (ASAP) is a comprehensive full-time degree pathway program for associate-degree seeking students. Implemented 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, personalized advisement, career development services, and tutoring. Based on outstanding program success to date, ASAP has expanded to serve 25,000 students across CUNY in academic year 2018-2019.

Over the last four years, the ASAP Central Office has supported colleges across four states to replicate the ASAP model. Reporting to the CUNY ASAP Interim University Executive Director, the ASAP Manager for New College Partnerships and Technical Assistance will build on past replication efforts to support current ASAP replication college partners. Working directly with a core replication planning team at each partner college, the ASAP Manager for New College Partnerships and Technical Assistance will provide direct consultation and drive the replication timeline, pre- and post-program launch. The Senior Manager will monitor and document program planning and implementation progress at each college to ensure fidelity to model. In addition, the Specialist will support the development of ASAP's broader technical assistance strategy for continued replication at institutions across the country.

Other Duties

DUTIES AND RESPONSIBILITIES

- In dialogue with ASAP replication staff, establish and maintain the technical assistance agenda for replication sites—including monthly phone calls, in-person meetings and on-site convenings and trainings;

- Maintain, modify and help create resources and materials that support replication activities, including e-learning modules, administrative templates, and planning tools;
- Engage in technical assistance consultation activities, both live and remote, documenting progress and assessing additional support needs;
- Assess replication site needs and address unique challenges to implementation through information exchange, feedback and creative problem-solving;
- In collaboration with the ASAP Director for Program Management and Administration, design and deliver replication staff trainings;
- Monitor fiscal activity across technical assistance project budgets, including timely submission of invoices to replication partner colleges;
- In close collaboration with the ASAP National Replication Specialist, support the development of ASAP's national replication technical assistance strategy, with the goal of establishing a district partnership model for program replication; and
- Other duties as assigned.

Qualifications

CORE COMPETENCIES/QUALIFICATIONS

Minimum Qualifications

- Minimum Bachelor's degree (Master's preferred) in a related field;
- At least six years of experience working on education initiatives, with a preference for past administrative/operations experience with higher education student success programs;
- Understanding of the organization of public higher education systems and the needs of community college students;
- Demonstrated analytic thinking and project management capabilities;
- Ability to communicate clearly and work effectively with internal and external stakeholders;
- Experience coordinating multi-site projects and facilitating cross-functional groups;
- Strong organizational skills and ability to work independently and as a member of a team;
- Excellent written, oral, and inter-personal skills;
- Ability to travel outside of New York City at least once a month; and
- Intermediate to advanced computer skills (Word and Excel required).

Preferred Qualifications

- Deep understanding of higher education public policy at local, district, and federal levels; and
- Experience with building national strategic scaling initiatives that require cross sector stakeholder engagement.

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.
- 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 as needed.

EEO Info

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.