Job Title	ASAP Replication Evaluation Specialist
PVN ID	VA-1904-003032
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	SUD OAA; ASAP
Status	Full Time
Annual Salary	$78,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Aug 19, 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 Senior Director of Research and Evaluation for Student Success Initiatives, the ASAP Replication Evaluation Specialist will build on past replication efforts to support current ASAP replication college partners. Working directly with a core replication planning team at each partner institution, the ASAP Replication Evaluation Specialist will provide direct consultation on the use of data for program management and developing an appropriate evaluation plan. The Specialist will monitor and document data systems and evaluation planning and implementation progress at each college to ensure fidelity to model. In addition, the Specialist will conduct and share research on the National Replication Institute.

Other Duties

DUTIES AND RESPONSIBILITIES

- In dialogue with other ASAP replication staff, contribute to the development of the technical assistance agenda for replication sites—including monthly phone calls, in-person meetings and on-site convenings and trainings;
- Maintain, modify and develop resources and materials that support replication activities in the areas of

data and evaluation, including e-learning modules, templates, and planning tools;

- Provide training and direct technical assistance to replication colleges, 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;
- Serve as a liaison between the ASAP database team and the appropriate technical contact at the replication colleges (i.e. IT office) to support the development and/or configuration of data systems and technology solutions for ASAP replication;
- Manage data submission through the replication Data Hub and maintain, update, and circulate reports using the Data Hub reporting platform;
- Develop and administer staff and student surveys to replication partner colleges to assess experiences during implementation and fidelity to the model;
- Collect feedback in the form of surveys, focus groups, and/or interviews from replication partners on technical assistance activities to inform future technical assistance approach;
- Produce reports and briefs on the Replication Institute using information from Data Hub and surveys, as well as document review, to share findings with internal and external audiences;
- Present to current and prospective replication partners on data and evaluation components of the ASAP model;
- Travel and visit replication sites as needed; 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 research/evaluation/data experience within higher education student success programs;
- Familiarity with databases/systems/technology used to support service delivery in the non-profit or public sector;
- Understanding of the organization and polices of public higher education systems and the needs of community college students;
- Demonstrated analytic thinking and planning ability;
- Ability to communicate clearly and work effectively with internal and external stakeholders;
- Experience providing training, technical assistance, or as a teacher;
- Strong organizational skills and ability to work independently and as a member of a team;
- Excellent written, oral, and inter-personal skills;
- Intermediate to advanced computer skills (Word and Excel required); and
- Ability to travel outside of New York City up to once a month.

Preferred Qualifications

- Experience with business intelligence/reporting and/or data visualization tools (ie. Tableau).
- Experience with a range of Student Information Systems used in postsecondary institutions (ie. Banner,

PeopleSoft, etc).

- Experience with a range of CRM platforms and/or tools used specifically to support academic or career advisement (ie. Salesforce, Starfish, EAB Navigate, AdvisorTrac, Symplicity, etc).
- Formal training in program evaluation, statistics and/or social science research methods.

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.