
Job Title	Program Associate, College Counseling Initiatives
PVN ID	VA-2108-004188
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$50,000.00 - \$58,000.00
Hour(s) a Week	35
Closing Date	Nov 01, 2021 (Or Until Filled)

General Description

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities.

GENERAL DESCRIPTION

Reporting to the Associate Director of College Counseling Initiatives (CCI), the College Counseling Initiatives Program Associate works to reduce barriers to college access and success. The Program Associate will be primarily responsible for overseeing program implementation and near-peer mentor support across all CCI programs. Our flagship program is College and Career Bridge for All, a near-peer matriculation program that is a collaboration between CUNY and the NYCDOE to increase enrollment and persistence in college. The Program Associate will provide administrative and implementation support, including supporting the recruitment, hiring, training and management of 200+ Coaches, while also supporting continuous improvement of the program. The Program Associate will also support the additional near-peer matriculation projects under the portfolio of CCI. They will work closely with Bridge Coaches, coach support staff, and other College Counseling Initiatives staff to ensure Bridge Coaches are supported, invested in and prepared to support students to pursue their college and career plans.

Other Duties

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Support Coach Recruitment and Hiring
 - Conduct Initial review of applicants, participate in interview processes and candidate selection
 - Coordinate paperwork and on-boarding process of approximately 200 seasonal program staff
- Support in Coach Training

- Oversee project to develop content and run training for 200 college students
- Facilitate training sessions
- Create content on youth development, professional experience, and college access
- Coordinate Coach Communications
 - Draft weekly newsletters featuring helpful resources, program accountability, and answers to Coach questions
- Oversee Coach Timesheet Process
 - Track completion of timesheets
 - Follow up with near-peer mentors who haven't completed timesheets
 - Manage timesheet tracking database
- Provide administrative support for Coach Management
 - Track program attendance at mandatory events

OTHER DUTIES

- Collaborate on program evaluation and best practice analysis to inform program design
- Other duties as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree required
- 1+ years of experience in college advising and positive youth development practices, with progressive project management responsibilities
- Commitment to [program values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun.
- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

Preferred:

- Experience with group facilitation
- Experience in and commitment to youth leadership and college access/persistence for students traditionally underrepresented in college
- Experience attending and/or working with NYC DOE public schools
- Experience with data collection and analysis, and database management to support effective program operations and program evaluation
- Previous experience with College & Career Bridge for All or similar programs

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.

HOW TO APPLY

To apply, please upload cover letter and resume at RFCUNY by September 23, 2021.