
Job Title	College Access and Success Manager, ECI-Affinity
PVN ID	VA-2111-004410
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY's Office of K-16 Initiatives
Status	Full Time
Annual Salary	\$88,000.00 - \$93,000.00
Hour(s) a Week	35
Closing Date	Jan 24, 2022 (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

The City University of New York's Office of K-16 Initiatives seeks a College Access and Success Manager to work on the Early College Initiatives-Affinity team. ECI-Affinity creates, grows, and supports schools committed to early college programs and college readiness outcomes for students who are traditionally underrepresented in higher education. Through the coaching and development of teachers, leaders, and other partners we are restructuring the educational experience to ensure all students are prepared for success in college and their chosen career path. The College Access and Success Manager will work closely with ECI-Affinity, receiving colleges, and various partners to implement best practices and decrease challenges that may impede college success and degree completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Counselor relations and training:

- Design professional learning opportunities for counselors, teachers and other staff about college access, success and planning.
- Create networking opportunities for school-based staff and CUNY admissions officers.

- Use qualitative and quantitative data to define what college and career counseling looks like in ECI-Affinity schools.

Student supports and events:

- Use near-peer and alumni networks to build a sense of community for ECI-Affinity students, both past and present.
- Design college access events for ECI-Affinity students.
- Use student enrollment and matriculation data to help determine program success rates and areas of improvement.

Other Duties

- Active engagement with local, state and national college access networks.
- Continuous learning of new research in the college access field.

Qualifications

Minimum Qualifications

- Bachelor's degree and eight years related experience required
- Ability to work independently and collaboratively within a diverse community of students, faculty, staff, and external partners
- Excellent writing, presentation, and group facilitation skills
- Experience coordinating college access events for professional staff
- Experience with data collection and analysis to support effective program evaluation

Physical Demands and Environment Requirements

- Ability to travel to other CUNY sites 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.

How To Apply

Position open until filled.

To Apply: Cover letter and resume in application for this position must be submitted via the CUNY Research Foundation website at www.rfcuny.org.