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| Job Title | Director, ASAP ACE National Replication Collaborative |
| PVN ID | VA-2210-005124 |
| Category | Managerial and Professional |
| Location | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| Department | ASAP ACE Central Office, OAA |
| Status | Full Time |
| Annual Salary | \$119,995.00 - \$129,310.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jan 10, 2023 (Or Until Filled) |

General Description

Despite the strengths and assets students bring to their college experience, various systemic barriers and personal responsibilities preclude many students from timely degree completion. CUNY's [Accelerated Study in Associate Programs](#) (ASAP) and [Accelerate, Complete, Engage](#) (ACE) help eliminate these barriers by providing students with the academic, social, and financial support they need to graduate with an associate degree in no more than 3 years and/or a bachelor degree in no more than 4 years.

Since 2014, CUNY ASAP|ACE has supported partners in 7 states in developing ASAP|ACE replication programs. These partnerships have formed a growing network known as the [ASAP|ACE National Replication Collaborative at CUNY](#) which is forecasted for expansion in the coming years. Through this Collaborative, the ASAP|ACE national replication team works closely with core planning teams at intermediary organizations and partner institutions to develop, implement, and sustain replicated ASAP|ACE programs across the country. This team is actively refreshing its strategies to enhance engagement with existing replication partners and cultivate new replication partnerships in the coming years. The Director will lead the national replication team, directing all staff operations and activities of the ASAP|ACE National Replication Collaborative at CUNY.

This position is grant-funded for 2 years, but as the ASAP|ACE National Replication Collaborative grows, this is likely to become a long-term position. Our team fosters an inclusive, diverse, and equitable work environment where all staff have opportunities for growth.

Other Duties

This role will oversee the strategic growth of the ASAP|ACE National Replication Collaborative at CUNY, including building and managing relationships with current and prospective partners, overseeing all technical assistance activities with replication partners, and coordinating national communities of practice among the ASAP|ACE National Replication Collaborative across several functional areas. Primary duties include:

- Direct all operations of the ASAP|ACE National Replication Collaborative at CUNY, including supervision of 3 full-time staff members and oversight of the following staff functional areas:
 - Operations Management - budget and grant management; administrivia, etc.
 - Replication Partner Engagement - technical assistance support and ongoing replication partner engagement
 - Replication Research & Evaluation - collaborative research agenda setting; fidelity-to-model assessment and documentation for replicated programs
 - Contractors - strategic planning, fundraising, advocacy, communications, etc.
- Represent the national replication team and manage relationships with CUNY administrators, including the CUNY ASAP|ACE Central Office (CO) team as well as the RF CUNY legal team, fiscal management, and human resources personnel;
- Develop new and maintain existing relationships with multi-sector partners to advance replication expansion strategy including non-profit and advocacy organizations, philanthropies, state and local government entities, and executive-level college and university leadership;
- Present on and represent ASAP|ACE replication both virtually and in-person at national convenings;
- Direct intake processes for new replication partners, leading guidance on campus/system readiness assessment, initial replication project scoping and fundraising, and preparation of technical assistance schedules for new replication projects;
- Lead the development and execution of the vision for an expanded ASAP|ACE National Replication Collaborative at CUNY to include several dynamic communities of practice among replication partners focused on program management, research and evaluation efforts, and executive/systems leadership;
- Other duties as assigned.

Qualifications

MINIMUM QUALIFICATIONS

- Bachelor's degree and 8 years related experience, OR Master's degree and 6 years of related experience, OR doctorate and 2 years of related experience;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

PREFERRED QUALIFICATIONS

- Experience at a CUNY ASAP|ACE site, replication partner site, or with similar student success initiatives;
- Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds;
- An understanding of the concepts of institutional and structural racism and their impact on underserved and underrepresented communities;
- Ability to work effectively with diverse internal and external stakeholders;
- Experience coordinating multi-site projects and facilitating cross-functional groups;
- Strong understanding of the organization, trends, and policies of public higher education institutions, particularly the community college sector, and familiarity with student success reforms and programs;
- Demonstrated analytical thinking and strategic planning ability;
- Experience providing training, technical assistance, or teaching in hybrid, remote, and in-person modalities;
- Strong organizational skills and ability to provide vision and leadership across a highly collaborative team;

- Excellent written, oral, and interpersonal skills, including engaging presentation skills;
- Grant writing, procurement, and management experience;
- Advanced computer skills (Word and Excel required; experience with Learning Management Systems a plus) and ability to learn new technical skills.

PHYSICAL REQUIREMENTS

- This position is located in a professional office environment in Brooklyn, NY, and until further notice, this is a hybrid position, eligible to work remotely and on-site in the office (70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle). A laptop may be provided if needed to support working remotely.
- Occasional domestic travel required.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

HOW TO APPLY

- Please include a cover letter with your application that summarizes your qualifications and interest in this leadership position.
- Questions can be addressed to cunyasapreapplication@cuny.edu.

EEO

The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer. In addition, diversity, equity and inclusion are core values of CUNY ASAP|ACE. We believe that diverse groups of people with diverse ideas enhance the educational landscape and environment for students and staff. We are deeply committed to a community of excellence, equity, and diversity and welcome applications from women, underrepresented minorities, persons with disabilities, sexual minority groups, and other candidates who will contribute to the diversification and enrichment of ideas and perspectives. Applicants whose work incorporates a global perspective and a demonstrated commitment to issues of diversity in higher education are particularly encouraged to apply.