
Job Title	Assistant Director, College and Career Bridge for All
PVN ID	VA-2303-005510
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K16 Initiatives
Status	Full Time
Annual Salary	\$75,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Jun 28, 2023 (Or Until Filled)

General Description

MISSION

The Office of K-16 Initiatives within the City University of New York (CUNY) creates innovative pathways for young New Yorkers to envision and achieve success, by engaging strategic partners in confronting systemic educational inequities.

POSITION DESCRIPTION

College & Career Bridge for All increases postsecondary enrollment by hiring and training 200+ college students to provide meaningful advising to graduating seniors through the postsecondary planning, financial aid, and matriculation processes. Launched in 2016, College and Career Bridge for All is the largest near-peer mentor counseling program in the country. College & Career Bridge for All serves more than 50,000 students every summer as they graduate and transition to fall college or career programs. The Winter Bridge program provides parallel supports for approximately 20,000 students annually to enroll the following Spring. The College & Career Bridge for All team oversees summer and winter programming.

The Assistant Director of College & Career Bridge for All will work closely with the Program Director to develop and implement the program vision, including managing full and part-time staff, leading recruitment and hiring of college students, and overseeing the development of a high-quality training.

Other Duties

Duties and Responsibilities

- Oversee program quality at scale (30%)
 - Support program evaluation to assess impact and areas for improvement
 - Develop and manage program structures, policies, and systems

- Develop and promote program strategy and vision, in partnership with Director of College & Career Bridge for All
- Manage recruitment and hiring of College and Career Bridge for All and Winter Bridge staff, totaling more than 200 coaches, 15 Senior Coaches, 15 Coach Supervisors and part-time support staff (30%)
 - Oversee structure to recruit, screen and select candidates for program at scale
 - Support in recruitment, screen and selection process
- Manage training and professional development of 200+ Coaches (30%)
 - Oversee training development for foundational program trainings and ongoing professional development
 - Develop training content to ensure College and Career Bridge for All coaches are prepared to support students through the application and matriculation process for college or career pathways
 - Develop ongoing professional development for Coaches
- Other duties as assigned (10%)
 - Collaborate on pre-college advising efforts across programs within K-16 Initiatives
 - Support partnership development and management

Qualifications

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree required
- 4-6 years of experience in college counseling and positive youth development practices, with progressive project management responsibilities
- Demonstrated ability to think strategically and manage large scale programs
- Experience hiring and supervising staff
- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents
- Capacity to facilitate large virtual trainings
- Proficiency in Microsoft Word, Excel, and PowerPoint & otherwise digitally literate and proficient

Preferred Qualifications

- Experience with negotiation, conflict management, and group facilitation
- Experience with College & Career Bridge for All infrastructure
- Experience with Grouptrail Database
- Experience with data collection and analysis, and database management to support effective program operations and program evaluation

Physical Requirements

- This position is located in a professional office environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely
- 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.

Reasonable accommodations will be made for employees with disabilities or other needs per RFCUNY policies

- Ability to travel to other CUNY sites as needed