



<b>Job Title</b>	Replication Specialist for Technical Assistance
<b>PVN ID</b>	VA-2305-005609
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$67,500.00 - \$75,750.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 26, 2023 (Or Until Filled)

## General Description

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### Vision

To impact national public higher education policy and investment, focused on increasing student success, completion, and equity.

### Mission

Despite the strengths and assets that students bring to their college experience, systemic barriers and personal responsibilities preclude many students from timely degree completion. The City University of New York's Accelerated Study in Associate Programs and Accelerate, Complete, Engage (CUNY ASAP|ACE) help to eliminate barriers by providing students with a comprehensive suite of financial, academic, and personal resources and services, ensuring that they stay on track and graduate on time. CUNY ASAP|ACE spurs higher education reforms beyond CUNY, advancing more equitable, student-centered practices and policies through program model replication efforts in partnership with other public higher education institutions.

## GENERAL DESCRIPTION

Since 2015, CUNY has provided direct technical assistance in seven states to fourteen institutions in support of program replication efforts that maintain a high level of fidelity to the ASAP|ACE program models. These partnerships have formed a growing network that constitutes the [ASAP|ACE National Replication Collaborative at CUNY](#). As a member of the ASAP|ACE national replication team, the Replication Specialist for Technical Assistance for the ASAP|ACE National Replication Collaborative will contribute to the reorganization of the operational infrastructure for nationally scaled ASAP|ACE replication efforts and an expanded vision for the growing national replication collaborative.

The national replication team is actively refreshing its strategies to enhance engagement with existing replication partners and cultivate new partnerships as the collaborative is forecasted for expansion in the coming years. The team works closely with core planning teams at partner institutions to develop, implement, and sustain replicated ASAP|ACE programs across the country. More specifically, the Replication Specialist

will provide consultation and technical assistance to partners on the use of data systems and reports for replicated program management. This position is grant-funded for two years, but as the ASAP|ACE national replication collaborative grows, this is likely to become a long-term position.

## **DUTIES AND RESPONSIBILITIES**

### **Technical Assistance for ASAP|ACE Replication - 40%**

- Contribute to a refreshed technical assistance agenda and tactical implementation support for new ASAP|ACE replication sites; including regular phone calls, in-person and virtual meetings, on-site convenings and trainings;
- Provide training and direct technical assistance to replication collaborative partner institutions in the areas of data systems and report development, the use of data for program and caseload management, and documenting progress and assessing additional support needs.

### **ASAP|ACE National Replication Collaborative –25%**

- Maintain, modify and develop resources and materials that support cross-site replication collaborative activities in the areas of data systems, analytics, and evaluation, including e-learning modules, templates, and campus planning tools;
- Collaborate with cross-functional CUNY ASAP|ACE staff, including the CUNY ASAP|ACE Research & Evaluation unit, to gather and analyze data from replication partners that will inform ongoing technical assistance;
- Support a community of practice within the national replication collaborative focused on the use of data as a tool to improve student retention.

### **Data & Analytics – 25%**

- Develop, administer, and monitor surveys or other feedback mechanisms to assess experiences during initial technical assistance provision, replicated program implementation, and ongoing assessment of replicated programs' fidelity to the ASAP|ACE model;
- Reporting on replication partners' performance, enrollment, and engagement data regularly to the CUNY ASAP|ACE National Replication Team.

## **Other Duties**

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### **Other – 10%**

- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.

## **Qualifications**

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### **Minimum Qualifications**

- Bachelor's degree and four years related experience OR an advanced degree and at least two years of related experience
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment

### **Preferred Qualifications**

- Advanced computer skills (Word and Excel required; experience with Learning Management Systems a plus) and ability to learn new technical skills
- Experience with Student Information Systems used in postsecondary institutions (i.e. Banner, PeopleSoft, etc.)
- Experience with a range of CRM platforms and/or tools used specifically to support academic or career advisement (i.e. Salesforce, Starfish, EAB Navigate, AdvisorTrac, Symplicity, etc.)
- Experience teaching, training, facilitation experience in virtual and in-person settings. Demonstrated analytical thinking and planning ability
- Ability to communicate clearly and work effectively with diverse internal and external stakeholders
- Strong organizational skills and ability to work independently and as a member of a highly collaborative team
- Excellent written, oral, and interpersonal skills
- Ability to travel as needed

### **Physical Requirements**

- This position is temporarily located in a professional office environment in Brooklyn, NY (*relocation to midtown Manhattan pending*) 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, and national replication sites, as needed