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<b>Job Title</b>	BNY Mellon Scholarship & STEM Initiatives Specialist
<b>PVN ID</b>	VA-2305-005610
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 15, 2023 (Or Until Filled)

## General Description

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Founded in 2007, City University of New York (CUNY) Accelerated Study in Associate Programs (ASAP) is a comprehensive associate degree completion program that currently serves 25,000 students annually at nine CUNY colleges. ASAP provides students with comprehensive and personalized support and resources that remove barriers to full-time study, support academic momentum, and build a connected community. ASAP has proven to be one of CUNY's most successful initiatives, with students in the program graduating at a rate more than double that of similar students. ASAP has been rigorously evaluated and garnered national recognition, winning the 2020 Innovations in American Government Award from the Ash Center for Democratic Governance and Innovation at Harvard University's John F. Kennedy School of Government. The ASAP model has also been adapted to the CUNY baccalaureate space as Accelerate, Complete, and Engage (ACE), demonstrating impressive early outcomes.

A key feature of ASAP's funding from the City of New York is a strategic focus on promoting STEM students' academic success across all partner colleges. This includes expanding and strengthening the STEM pipeline into ASAP|ACE, enhancing and leveraging academic support services to maximize student success in STEM gateway courses, increasing the engagement of STEM faculty as ASAP partners, and connecting students to resources and opportunities that will provide them with the knowledge and skills to become competitive members of the global marketplace. Reporting to the ASAP|ACE Director for STEM Initiatives and Academic Support in the CUNY Central Office, the Specialist of the BNY Mellon Scholarship & STEM Initiatives is the primary administrator of the BNY Mellon Scholarship Program and provides key support across STEM strategic priorities, particularly related to increased enrollment, retention, and graduation of STEM students.

The responsibilities of the Specialist for the BNY Mellon Scholarship & STEM Initiatives will include, but are not limited to, the following:

**BNY Mellon Scholarship Administration**

- Disburses and reconciles the scholarship account in coordination with ASAP|ACE Budget & Fiscal Administration staff;
- Monitors and ensures compliance with donor agreement guidelines, preparing all updates for funder

reporting requirements;

- Maintains existing scholarship agreements to ensure students remain in compliance with scholarship criteria for continued receipt.

### **BNY Mellon Scholarship Distribution**

- Maintains the scholarship application process for students, working with the ASAP|ACE Digital Media Specialist and other partners on promotion strategies to ensure targets are met;
- Provides guidance and support to the Scholarship Committee, facilitating committee meetings to select scholars;
- Liaises with relevant ASAP college staff to facilitate scholarship promotion, communication, and follow-up notifications;
- Serves as the primary point of contact with select BNY Mellon Scholars regarding students to provide scholarship activities and other special program offerings.

## **Other Duties**

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### **STEM Initiatives & Academic Support**

- In dialogue with the Director for STEM Initiatives and Academic Support, and with the support of the ASAP|ACE Digital Engagement Specialist, serve as the primary point of contact for maintaining and updating the ASAP|ACE STEM webpage (including content development that supports STEM student recruitment, engagement, and promotion for STEM-related career development events).
- Facilitate ASAP|ACE program STEM liaison communities of practice to identify and cross-share unique opportunities to advance STEM knowledge and increase interest in STEM-related careers.
- In dialogue with the ASAP|ACE Academic Support Coordinators/Specialists, identify and collate promising/innovative program practices and support the development of enrichment activities that address emergent academic challenges.
- Perform other related duties as assigned.

## **Qualifications**

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### **QUALIFICATIONS**

Bachelor's degree required (Master's preferred) in a STEM, social science, counseling, higher education administration, or a related field is preferred. A minimum of five years of related professional work experience or an equivalent combination of education and experience are required, ideally in higher education.

Demonstrated commitment to equity as well as expanding notions of STEM to engage stakeholders with varied interests and expertise. Computer proficiency with Microsoft Office, Excel, PowerPoint applications, PeopleSoft (CUNYFirst), and other web-based (Formstack, Qualtrics, Club Texting, Constant Contact, etc.) systems.

Demonstrated ability to:

- Understand the organization of public higher education systems, and commitment to promoting college access and success in post-secondary education
- Develop and maintain effective working relationships;
- Communicate verbally and in writing effectively;
- Work collaboratively and coordinate with various colleagues/departments across the CUNY colleges
- Provide high quality and responsive service to students and contacts;
- Prioritize and manage multiple projects effectively and efficiently or change priorities quickly;
- Identify and resolve problems or issues with students, staff and other stakeholders promptly;
- Be responsive, innovative, results-oriented, and student-centered; think creatively, work independently and function effectively as part of a team.

CUNY ASAP|ACE is committed to creating an accessible, supportive environment and an educational experience that recognizes diversity and cultural competence as integral components of academic excellence. Applicants whose work incorporates a global perspective and a demonstrated commitment to issues of equity in analysis, research, evaluation, and/or higher education administration are particularly encouraged to apply.