
Job Title	Director, College & Career Bridge for All
PVN ID	VA-2309-005872
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$95,000.00 - \$100,000.00
Hour(s) a Week	35
Closing Date	Nov 10, 2023 (Or Until Filled)

General Description

MISSION

CUNY 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 Director of College and Career Bridge for All will oversee College & Career Bridge for All, the largest near-peer matriculation support program in the country. College and Career Bridge for All is run in collaboration with the NYC-Public Schools and it increases enrollment and persistence in college. The Director oversees all elements of the program strategy, design and implementation to ensure that 50,000+ students are supported annually. The program runs two cycles, a Summer Bridge program June - September and a Winter Bridge program November - February. The Director of College & Career Bridge for All will also manage partnerships with NYC-PS partners, oversee the program budget, and supervise three full time staff and multiple part time staff members. The Director will also support overall CUNY enrollment practices by partnering with CUNY campuses regarding enrollment.

Duties and Responsibilities**Oversee program quality at scale (30%)**

- Manage relationships with program partners, including New York City Public Schools (NYCPS) and CUNY campuses, in partnership with University Assistant Dean of K16 Initiatives
- Develop program evaluation systems to assess impact and areas for improvement
- Develop and manage program structures, policies, and systems
- Manage multiyear MOU and \$5.5m program budget, in partnership with University Assistant Dean of K16 Initiatives
- Develop and promote program strategy and vision

Oversee Program Team (20%)

- Manage three full time program staff and various part time program support staff to ensure high quality program design and management

Manage recruitment and hiring of College and Career Bridge for All 200+ coaches, 15+ Senior Coaches, 15+ Coach Supervisors and part time support staff (20%)

- Oversee the program team in establishing a shared timeline and vision for the recruitment and hiring of part time staff members
- Supervise and support CCB4A's program coordinators in the development of structures 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 (20%)

- Oversee the program team in establishing a shared timeline and vision for staff training needs and development
- Supervise and support CCB4A's program coordinators in the development of foundational program trainings and ongoing professional development
- Support in the development of training content to ensure College and Career Bridge for All staff members are prepared to support students through the application and matriculation process for college or career pathways
- Develop ongoing professional development for CCB4A staff members

Other Duties

Other duties as assigned (10%)

- Collaborate on pre-college advising efforts across programs within K-16 Initiatives

Qualifications

Minimum Qualifications

- Master's degree required
- 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
- 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 or school environment and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle.