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<b>Job Title</b>	Director, Financial Aid Finish Line
<b>PVN ID</b>	VA-2403-006191
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$95,000.00 - \$100,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 22, 2024 (Or Until Filled)

## General Description

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**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 Financial Aid Finish Line will oversee Financial Aid Finish Line, a new near-peer financial aid application support program at CUNY. Financial Aid Finish Line is run in collaboration with the NYC-Public Schools and is aimed at increasing successful submission of FAFSA, TAP and NYS Dream act applications through the 2024 financial aid application cycle. The Director oversees all elements of the program strategy, design, and implementation to ensure that thousands of students are supported by the program. The program will run as one half-year cycle, March - September. The Director of Financial Aid Finish Line will manage partnerships with NYCPS and CUNY partners, oversee the program budget, support program design, lead launch of program, and supervise a team of 66 part-time staff members.

## Other Duties

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- 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
  - Develop and promote program strategy and vision
- Oversee Program Team (20%)
  - Manage six part-time Coach Supervisors and a team of 60 Coaches to ensure high quality program

- design and management
  - Onboard supervisory staff and cover management duties prior to their onboarding
- Manage recruitment and hiring of Financial Aid Finish Line coaches (60), and part time support staff (20%)
  - Collaborate with concurrent K16 programs to establish timeline and vision for the recruitment and hiring of part-time staff members
  - Manage team of consultant to develop structures to recruit, screen and select candidates for program at scale
  - Support in recruitment, screening, and selection process
- Manage training and professional development of 60 Coaches (20%)
  - Manage team of consultants to establish a timeline and vision for staff training needs and development
  - Support in the development of training content to ensure Financial Aid Finish Line staff members are prepared to support students through the application and verification process for state and federal financial aid
  - Develop ongoing professional development for Financial Aid Finish Line staff members
- Other duties as assigned (10%)
  - Collaborate on efforts across programs within K-16 Initiatives

## Qualifications

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### 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 peer-mentorship in college access 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.