

<b>Job Title</b>	CUNY EDGE Director
<b>PVN ID</b>	BK-1709-002074
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	CUNY Edge
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$60,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 13, 2017 (Or Until Filled)

## General Description

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### ***Background***

For more than 85 years, Brooklyn College has been attracting a wide variety of motivated students – many of them immigrants or the children of immigrants who wish to better their lives through a superb education. Brooklyn College has a student enrollment of 17,580– 14,406 undergraduates and 3,174 graduates who come from 143 nations and speak 100 languages.

CUNY EDGE, formerly known as the COPE program, operates at all CUNY community and senior colleges, including Brooklyn College. CUNY EDGE provides public assistance recipients with a range of services, benefits, and supports so that they succeed in college and in their careers. CUNY has a 20 year relationship with New York City's Human Resources Administration (HRA). The two collaborate in order to help public assistance recipients attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment.

CUNY EDGE borrowed best practice from the Accelerated Study in Associate Programs (ASAP) and Graduation Success Initiative (GSI) as well as other college completion programs from around the country. CUNY EDGE provides robust academic support as well as help finding work opportunities, developing personally, and achieving academic excellence.

Brooklyn College seeks a dynamic CUNY EDGE Director who can strengthen and grow the program on campus.

## ***Duties of the CUNY EDGE Program Director***

### Program Leadership

- Work closely with Brooklyn College leadership and the Central Office to ensure program quality;
- Cultivate relationships and closely collaborate with other college departments including financial aid, the bursar, the registrar, the career center, counseling center, etc. to refer students, obtain student information, and receive referrals;
- Communicate program priorities and performance to campus leadership and staff;
- Serve as an expert regarding CUNY EDGE program policies and procedures at the college;
- Collaborate with staff members at feeder CUNY community colleges to ensure transfer students have a well-supported entrance into Brooklyn College;
- Monitor budget and manage program funds effectively;
- Continuously improve program implementation;
- Manage staff members and program operations in a busy, fast-paced office.
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## **Other Duties**

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### Advising

- Provide direct student services to support students until graduation including:
  - Advising students using a proactive and developmental advisement model;
  - Assessing students, supporting student degree planning, and bolstering academic progress;
  - Assisting students with internships, scholarships, and opportunity program applications;
  - Helping to resolve HRA case, family, work, and academic issues; and
  - Facilitating personal, professional, and career development seminar series;
- Ensure the college meets its specific numeric goals around student participation, persistence, graduation, and employment. This will include:
  - Setting weekly, monthly, and semester objectives to reach larger goals;
  - Tracking and reporting student progress; and
  - Making data-driven course corrections throughout the year.
- Recruit new students to participate in program;
- Refer students to on-campus and off-campus resources and follow up to ensure student success;
- Organize student-centered events including information sessions about program services.

### HRA Work Study Program

- Conduct bi-weekly orientations for newly assigned students;
- Identify on-campus placement slots for students;
- Monitor students' attendance and complete data entry for HRA compliance and Research Foundation payroll.

## Administrative Duties

- Liaise with the Human Resources Administration (HRA) contact to help with HRA compliance issues;
- Help students complete required HRA documentation;
- Monitor and report attendance in classes, work, and internships;
- Manage individual and office workload, with attention to the academic calendar;
- Complete data entry quickly and accurately;
- Maintain student files;
- Maintain data on program activities and report to funder and Central Office; and
- Perform related duties as assigned.

## Qualifications

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- Baccalaureate degree required with substantial work experience;
- Master's degree in public administration, management, social work, education administration, public policy or related field preferred;
- At least four years of relevant experience required, preferably in an educational or social service program serving low-income students;
- Detail-oriented with strong organizational skills;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to academically advise students and support them to meet their educational and career goals;
- Ability to work with multiple stakeholders;
- Proficiency using standard office computer programs, systems and databases;
- Experience collecting, reporting, and using data to make strategic decisions; and
- Proactive and flexible, with ability to establish plans and manage staff, a varied workload, deadlines and conflicting priorities.