RESEARCH FOUNDATION CUNY

Careers at RFCUNY
Job Openings

Job Title	Assistant Director
PVN ID	BM-1901-002884
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	OAA/ Upward Bound Project
Status	Full Time
Annual Salary	$40,000.00 - $47,500.00
Hour(s) a Week	35
Closing Date	Mar 04, 2019 (Or Until Filled)

General Description

Program Description:

Upward Bound Project is an externally funded program sponsored by the U.S. Department of Education in partnership with Borough of Manhattan Community College, designed to increase the rate at which high school participants' complete secondary education and enroll in and graduate from institutions of post-secondary education.

General Description:

Reporting to the Director of Upward Bound:

The Assistant Director of the Upward Bound Program will work closely with the director to ensure that program students gain a positive perspective about how to transition from high school to college. Also, will work directly with students and have the opportunity to influence their personal and academic growth through small group and one-on-one meetings as well as through the facilitation of workshops.

The Assistant Director will have the opportunity to plan student events including college tours, cultural activities, and other events to enhance students' experience of the world beyond their own community. The qualified candidate will inspire students' curiosity and help students expand their worldview.

- Identify and recruit participants as well as follow-up with the appropriate high school personnel;
- Assist in conducting, coordinating academic, personal counseling as well as career/college exploration for students;
- Manage parent workshops concerning topics such as financial aid; scholarships;
- Maintain individual participant records;
- Assist with event planning, managing the summer program, report preparation and grant submissions;
- Travel with students on interstate and intrastate college tours and attend professional conferences;
- Supervise students and workshop personnel as needed.

Other Duties

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Perform other duties as assigned by the Director of Upward Bound.

Excellent verbal, written and organizational skills;

Ability to organize, prioritize and coordinate various projects and assignments;

Ability to work independently or as part of a team in a fast paced environment;

Ability to problem solve and refer issues appropriately to supervisor;

Proficiency in the use of software to support office operation; including but not limited to word processing, spreadsheets, presentations, publications, mailings the web and email;

Willingness to learn and improve professional and technical skills;

Experience in grant writing preferable;

A baccalaureate degree and two years of related experience is required;

Proficiency in communication and research skills.

Qualifications

Qualifications:

A baccalaureate degree and two years of related experience is required, preferably in a high school or youth organization. This is an excellent opportunity for growth in a higher education environment.

The qualified candidate will inspire students' curiosity and help students expand their worldview.

This is a full-time position which may require some work on weekends and evenings.