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| <b>Job Title</b> | Program Director - Hunter College AANAPISI Project (HCAP) |
| <b>PVN ID</b>    | HC-1611-001506  |
| <b>Category</b>  | Instruction and Social Service                            |
| <b>Location</b>  | HUNTER COLLEGE  |

**Department**

|                       |                                |
|-----------------------|--------------------------------|
| <b>Status</b>         | Full Time                      |
| <b>Salary</b>         | Depends on qualifications      |
| <b>Hour(s) a Week</b> | 35                             |
| <b>Closing Date</b>   | Jan 17, 2017 (Or Until Filled) |

## General Description

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Hunter College seeks a Program Director for HCAP (Hunter College AANAPISI Project), a five-year grant-funded program which aims to mitigate API students' barriers to educational achievement by enhancing institutional programs and services.

Through a \$1.7M grant awarded by the Department of Education to Asian American Native American Pacific Islander Serving Institutions (AANAPISIs), HCAP addresses two key goals: 1) develop and improve academic programs for high-need API students (e.g. first-generation college-goers, immigrant students and/or English language learners) and, 2) enhance student services and counseling for high-need API students.

Program services include the development of integrated Asian American Studies Program (AASP) and ESL courses, creation of an HCAP Leadership Internship program, and enhancement of advising and mental health services for API students at Hunter College. Outcomes of these services will include measurable increases in the GPAs, persistence, and graduation rates of API students at Hunter College as well as their increased use of the college's advising and mental health services.

### EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

SALARY COMMENSURATE WITH EXPERIENCE.

## Other Duties

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Reporting to the HCAP Principal Investigator, the HCAP Program Director will:

- Work closely with HCAP staff, community partners and the AASP Director, in order to manage all phases of the design, implementation, and assessment of HCAP projects;
- Track and maintain HCAP data on outcomes as generated by continuous assessment activities, developed in consultation with the HCAP PI and Co-PIs;
- Organize the HCAP Leadership Internship program, which seeks to help high-need API students develop leadership skills in meaningful community-based internships;
- Coordinate and streamline workload and accountability within HCAP team, including an HCAP Mental Health Educator, HCAP ESL Specialist, HCAP Program Assistant, a Hunter College Educational Technologist, adjunct lecturers, and translators;
- Generate annual reports for the Department of Education, which both narrate HCAP programs and processes as well as provide a rigorous reporting of HCAP outcomes;
- Perform other duties as assigned by HCAP PI and Co-PIs.

## Qualifications

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- Candidate must be passionate about and committed to working with a diverse cross-section of students and high-need API students in particular;
- Candidate must have an academic background in Asian American Studies and will ideally have worked in API-led or -serving community-based organizations in New York City;
- Candidate must have a graduate degree (minimum M.A.) in relevant field (e.g. Ethnic Studies, Women and Gender Studies, Urban Studies, Sociology, English, Anthropology, Political Science, Psychology, Social Work);
- Candidate must have a minimum of two years' leadership experience in higher education or in community-based organizational work;
- Candidate should have strong writing and report preparation skills in order to fulfill reporting requirements from the federal funder;
- Candidate should have strong organizational and administrative skills and be able to multi-task and meet deadlines.