
Job Title	Assistant Program Director
PVN ID	BA-2410-006526
Category	Managerial and Professional
Location	BARUCH COLLEGE
Department	Weissman School of Arts and Science
Status	Full Time
Annual Salary	\$65,000.00 - \$68,000.00
Hour(s) a Week	35
Closing Date	Dec 26, 2024 (Or Until Filled)

General Description

Baruch College of the City University of New York (CUNY) is seeking applicants to serve as Assistant Program Director of its Science Technology Entry Program (STEP).

The program serves over 200 middle and high school students each year. During the Saturday academic year program, participants are provided with test preparation, introductory STEM courses, and workshops on college readiness, career exploration, and soft skills development. In the 4-week summer program, after intensive study and research of a STEM subject, students participate in the annual summer poster showcase. In 2006, the Baruch STEP Academy was funded by the New York State Department of Education (NYSED), renewing the five-year grants ever since. The funding is used to implement a comprehensive student-centered program that promotes academic success for historically underrepresented populations in pursuing STEM (Science, Technology, Engineering & Math) degrees and careers.

The STEP program has a small staff that works in close collaboration on all initiatives. The Assistant Program Director supervises part time staff and exercises substantial self-direction. The Assistant Program Director reports directly to the Program Director who reports to the Dean of the Weissman School of the Arts and Sciences. This position shares responsibility for the implementation of activities, interventions, overall operational and analytic supports that are essential to the academic success of STEP students. The Assistant Program Director is expected to coordinate and maintain communication with various stakeholders (program staff, faculty, students, secondary school personnel, institutional collaborators, and external partners). The Assistant Program Director will maintain rigorous standards for fulfilling the overall project goals and deadlines, consistent with project protocols and design.

Other Duties

- Coordinate all aspects of student entry into the program from point-of-interest, application, acceptance, orientation, enrollment, and participation record.

- Assist the Program Director with managing the program budget in accordance with the regulations set forth by the NYSED and our fiscal agent, the Research Foundation of CUNY.
- Attend and facilitate events to represent the program to prospective students and internal and external stakeholders.
- Plan, implement, and coordinate academic and enrichment support services, programs, and activities to enhance the educational development of STEP participants.
- Recruit, interview, and supervise faculty, program staff, interns, and volunteers.
- Create and submit Mid-Year and Final reports outlining student successes and program highlights to NYSED.
- Participate in regular correspondence with the Dean and state liaisons, monthly meetings with the Bronx/Manhattan Region, and statewide conferences and professional development through Association of Program Administrators of CSTEP and STEP (APACS).
- Develop and maintain relationships with institutional and external partners for collaboration on opportunities for students to participate in mentorship, special events (lectures and panels), college visits, and internship and experiential learning.

Qualifications

Required

- Bachelor's degree
- Minimum of three to five years experience working with college access programs
- Ability to work Saturdays during the academic year (with Mondays off) and the occasional evening event
- Excellent written, verbal, and interpersonal communication skills
- Familiarity working with historically underrepresented or economically disadvantaged students

Preferred

- Prior STEP administrative experience
- Master's degree in public administration, school counseling, student personnel services or a related field
- Detail-oriented with the ability to keep accurate, well-organized records
- Experience with fiscal management and budgetary oversight
- Strong background in providing postsecondary readiness through curriculum development or individual/group counseling