Job Title	Program Director
PVN ID	BK-2312-006014
Category	Managerial and Professional
Location	BROOKLYN COLLEGE
Department	Brooklyn College AANAPISI Project (BCAP)
Status	Full Time
Annual Salary	$90,000.00 - $93,000.00
Hour(s) a Week	35
Closing Date	Jan 31, 2024 (Or Until Filled)

General Description

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

Through a $1.97M grant awarded by the Department of Education to Asian American Native American Pacific Islander Serving Institutions (AANAPISIs), BCAP addresses three key goals: 1) providing academic support for AAPI students by enhancing existing services and curriculum, particularly Asian American Studies; 2) developing sustainable student leadership opportunities, including BCAP internship program; 3) engaging campus community on AAPI students' needs to provide culturally responsive services. Outcomes of these services will include measurable increases in the GPAs, persistence, and graduation rates of API students at Brooklyn College and their increased use of the college's advising and mental health services.

Key Responsibilities:

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

- Collaborate closely with BCAP staff, community partners, and Asian American Studies affiliated faculty/staff to oversee all aspects of BCAP projects, from design to implementation and assessment.
- Track and maintain comprehensive BCAP data on outcomes through continuous assessment activities, working in consultation with the BCAP PI and faculty advisor.
- Organize and manage the BCAP Leadership Internship program, fostering meaningful community-based internships to develop leadership skills for high-need API students.
- Coordinate workload distribution and ensure accountability within the BCAP team, overseeing a program coordinator, a part-time program associate, and a team of student staff.
- Generate annual reports for the Department of Education, providing a narrative of BCAP programs and processes and rigorous reporting of outcomes.

Other Duties

Perform additional duties as assigned by BCAP PI and Co-PI.

Qualifications

The ideal candidate for this position must:

- Demonstrate a deep commitment to working with a diverse cross-section of students, particularly high-need API students.
- Possess an academic background in Asian American Studies and/or have worked in API-led or -serving community-based organizations in New York City.
- Hold a graduate degree (minimum M.A.) in a relevant field, such as Ethnic Studies, Women and Gender Studies, Urban Studies, Sociology, English, Anthropology, Political Science, Psychology, or Social Work.
- Have at least three years of leadership experience in higher education or community-based organizational work.
- Exhibit strong writing and report preparation skills 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.