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| Job Title | Assistant Director - BMCC Urban Male Leadership Academy |
| PVN ID | BM-2106-004065 |
| Category | Managerial and Professional |
| Location | BOROUGH OF MANHATTAN C. C. |
| Department | Academic Affairs |
| Status | Full Time |
| Annual Salary | \$52,000.00 - \$61,500.00 |
| Hour(s) a Week | 35 |
| Closing Date | Sep 19, 2021 (Or Until Filled) |

General Description

The Urban Male Leadership Academy (UMLA) at the Borough of Manhattan Community College (BMCC) is firmly committed to its goal of increasing the enrollment, retention, and graduation rates from groups that are severely underrepresented in higher education, particularly men of color. Through its focus on structured mentorship, individualized academic support services, leadership training, and developing pipelines to higher education and professional opportunities, UMLA aims to prepare BMCC graduates who are ready to address the unique challenges of their generation. UMLA is undergoing a significant expansion and seeks a full-time assistant director to manage key aspects of program operations. The person selected for this equity-minded position will help UMLA students to improve academically and graduate in a timely manner, as well as navigate collegiate and professional spaces in an increasingly challenging social/financial/political climate.

The BMCC Urban Male Leadership Academy is an affiliate of the CUNY Black Male Initiative (CUNY BMI). CUNY BMI is a University-wide student development initiative with more than 30 projects focused on increasing matriculation, retention, and graduation rates of underrepresented students, particularly men of color. CUNY BMI is one expression of CUNY's commitment to access and diversity. CUNY BMI projects are open to all academically eligible students, faculty and staff, without regard for race, gender, or national origin.

Other Duties

Reporting to the Associate Dean for Support Services, the Assistant Director - Urban Male Leadership Academy (UMLA):

- Supervises daily operation of the UMLA Office/Virtual Space
- Implements student recruitment and selection plans to fulfill program enrollment targets.
- Schedules and supervises the activities of approximately 100 student mentors and mentees
- Implements academic and co-curricular programming for UMLA students in collaboration with UMLA staff, student support units, and academic programs across campus

- Manages personnel and OTPS budget expenditures
- Provides training and supervision to UMLA peer mentors, coaches, and ambassadors
- Responds swiftly and proactively to the needs of students
- Assists with workshops, class visits, presentations, forums, and recruitment activity
- Assists with the development of UMLA's social media and digital platforms
- Serves the underrepresented student population as a mentor and advisor
- Assists UMLA Director with administrative tasks as needed
- Monitors and records progress, engagement, academic achievement levels, retention rates, and graduation rates of students participating in UMLA.
- Assesses and evaluates program activity, enrollments, and success rates.
- Participants in various college-wide and CUNY-wide committees related to educational equity and student success
- Prepares and submits annual and program reports as needed.

Qualifications

QUALIFICATIONS Bachelor's degree and four years related experience required.

Preferred qualifications include:

- Master's degree in a related discipline strongly preferred.
- Three years of experience working in higher education and/or a nonprofit organization that advocates on behalf of students from populations that are underrepresented in higher education.
- Demonstrated knowledge of and interest in civil rights, education, law, public policy, student development, and student leadership theories and practices.
- Strong interest in and commitment to promoting opportunity and equity in higher education.
- Interest in bridging the gap between theory and practice for the benefit of students from populations that are severely underrepresented in higher education.
- Strategic thinker with excellent financial management ability, a record of fundraising success.
- Strong interpersonal communication, presentation, and group facilitation skills.
- Detail-oriented and accurate with strong analytical, research, evaluation, and writing skills.
- Proactive, flexible, and customer-focused to work effectively with diverse members of the college community and external constituents.
- Strong organizational and follow-through skills to develop and execute work plans, prioritize work, manage large-scale projects and multiple assignments and meet deadlines.
- Computer proficiency using administrative, financial, or academic programs, systems or databases, as well as social media.