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<b>Job Title</b>	CUNY EDGE Program Director
<b>PVN ID</b>	HO-1801-002311
<b>Category</b>	Managerial and Professional
<b>Location</b>	HOSTOS C. C.
<b>Department</b>	CUNY EDGE
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$87,000.00 - \$90,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 06, 2018 (Or Until Filled)

## General Description

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**Hostos Community College** is one of the 23 colleges in The City University of New York (CUNY) system. Consistent with the mission of The City University of New York to provide access to higher education for all who seek it, Eugenio María de Hostos Community College was established in the South Bronx to meet the higher educational needs of people from this and similar communities who historically have been excluded from higher education.

CUNY EDGE, formerly known as the COPE program, operates at all CUNY community and senior colleges, including Hostos Community College. CUNY EDGE provides public assistance recipients with a range of services, benefits, and supports so that they succeed in college and in their careers. CUNY has a 20 year relationship with New York City's Human Resources Administration (HRA). The two collaborate in order to help public assistance recipients attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment.

CUNY EDGE borrowed best practice from the Accelerated Study in Associate Programs (ASAP) and Graduation Success Initiative (GSI) as well as other college completion programs from around the country. CUNY EDGE provides robust academic support as well as help finding work opportunities, developing personally, and achieving academic excellence.

## Other Duties

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### Program Leadership

- Work closely with college leadership and the Central Office to ensure program quality;
- Cultivate relationships and closely collaborate with other college departments including financial aid, the bursar, the registrar, the career center, counseling center, etc. to refer students, obtain student information, and receive referrals;

- Communicate program priorities and performance to campus leadership and staff;
- Serve as an expert regarding CUNY EDGE program policies and procedures at the college;
- Manage and develop staff via supervision, performance evaluations, staff accountability, and professional development;
- Oversee and support program operations in a busy, fast-paced office;
- Monitor budget and manage program funds effectively;
- Continuously improve program implementation; and
- Collaborate with staff members at other CUNY EDGE campuses, as needed.

### Advising

- Oversee staff who provide direct student services to support students until graduation including:
  - Advising students using a proactive and developmental advisement model;
  - Orienting new and existing students to CUNY EDGE program and supports;
  - Assessing students, supporting student degree planning, and bolstering academic progress;
  - Assisting students with internships, scholarships, and opportunity program applications;
  - Helping to resolve HRA case, family, work, and academic issues; and
  - Facilitating personal, professional, and career development seminar series.
- Ensure the college meets its specific CUNY EDGE goals around student participation, persistence, graduation, and employment. This will include:
  - Tracking and reporting student progress; and
  - Reviewing periodic data reports and making data-driven course corrections throughout the year.
- Recruit new students to participate in program, as needed;
- Refer students to on-campus and off-campus resources and follow-up to ensure student success;
- Organize student-centered events including information sessions about program services; and
- Provide student advisement, as needed.

### HRA Work Study Program

- Oversee CUNY EDGE's HRA Work Study Program (HRA-funded work study). Staff will:
  - Conduct bi-weekly work study orientations for CUNY EDGE students who are newly assigned to participate in the HRA Work Study;
  - Identify on-campus and/or off campus work study placement slots for students;
  - Monitor students' attendance and complete data entry for HRA compliance and Research Foundation payroll; and
  - Collaborate with the entire staff to coordinate services for HRA Work Study Students.

### Administrative Duties

- Oversee the on-time and accurate data maintenance from all staff. Activities includes:
  - Maintenance of student files and data on program activities;
  - Quick and accurate data entry and reporting to Central Office; and
  - Monitor and report attendance in classes, work, and internships;
- Liaise with the Human Resources Administration (HRA) contact to help with HRA compliance issues;
- Help students complete required HRA documentation;
- Manage individual and office workload with attention to the academic calendar; and

- Perform related duties as assigned.

## Qualifications

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### Qualifications

- Master's degree in public administration, management, social work, education administration, public policy or related field preferred with 5 years of relevant work experience; or
- Baccalaureate degree required with 7 years of relevant work experience.
- Relevant experience required, preferably in an educational or social service program serving low-income students;
- Detail-oriented with strong organizational skills;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to academically advise students and support them to meet their educational and career goals;
- Ability to work with multiple stakeholders;
- Proficiency using standard office computer programs, systems and databases;
- Experience collecting, reporting, and using data to make strategic decisions; and
- Proactive and flexible; able to balance a varied workload, deadlines and conflicting priorities.