



<b>Job Title</b>	Associate Director for ACE Program at John Jay
<b>PVN ID</b>	JJ-1801-002332
<b>Category</b>	Managerial and Professional
<b>Location</b>	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
<b>Department</b>	ACE Program at John Jay College
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$72,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 30, 2018 (Or Until Filled)

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## General Description

The John Jay ACE (Accelerate-Complete-Engage) program is a comprehensive program designed to help students complete their academic journey to the bachelor's degree over four years by providing participants with a clearly mapped program of study and comprehensive academic advisement and career support services. For more information about the ACE program at John Jay College of Criminal Justice, CUNY go to the program's website at [www.jjay.cuny.edu/ace-john-jay](http://www.jjay.cuny.edu/ace-john-jay).

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## Other Duties

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## Qualifications

Reporting to the ACE Director, the ACE Associate Director supervises the work of the ACE academic advisement team at John Jay College, coordinates advisement programming and other special student activities, and assists the ACE Director in key program administrative areas.

- Supervises ACE advisors in delivery of comprehensive support services to ACE students
- Oversees timely entry of student enrollment and program contact tracking data into the ACE database
- Monitors and assesses data reports on a regular basis with advisors for accuracy to ensure movement towards ACE success benchmarks and to determine student support needs
- Oversees ongoing training and professional development for ACE advisement staff
- Monitors, disseminates, and ensures compliance with changes in college advisement procedures and academic policies
- Supervises planning and implementation of ACE summer programming, including summer course taking,

summer orientation and other student activities

- Assists the ACE Director with required reporting and collaboration with other college units
- Performs related duties as assigned.

### **Minimum Qualifications**

- Bachelor's degree (master's preferred) in an appropriate discipline and four years related experience.
- Strong understanding of the needs and challenges facing students from diverse urban backgrounds
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators
- Strong organization, project management, communication, and facilitation skills
- Ability to maintain accurate and detailed records of student activities

**Closing Date:** March 30, 2018 or until filled