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| Job Title      | Campus Director                |
| PVN ID         | LE-1801-002326                 |
| Category       | Instruction and Social Service |
| Location       | LEHMAN COLLEGE                 |
| Department     | Enrollment Management          |
| Status         | Full Time                      |
| Annual Salary  | \$51,000.00 - \$55,000.00      |
| Hour(s) a Week | 35                             |
| Closing Date   | Mar 30, 2018 (Or Until Filled) |

## General Description

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### Campuses Director

Lehman College is seeking a Campuses Director for a recently awarded 5-year grant: ***Pathways to Student STEM Success: Using High Impact Practices to Improve STEM Enrollment, Retention, Transfer and Graduation***. The Campuses Director will serve as the liaison between the participating colleges, coordinate activities with administrative coordinators and the Steering Committee, and work closely with the Academic Advisors at the community colleges.

#### About the Pathways to Student STEM Success Program

Pathways to Student STEM Success (PTS<sup>3</sup>) is a coherent and collaborative program that will engage senior and community college students in activities designed to build their social and cultural capital through: intensive advisement; mastery of academic content and skills; and participation in STEM activities that are central to STEM interest, efficacy, and success. PTS<sup>3</sup> will also address administrative barriers that plague transfer students through joint planning and collaborative implementation with Bronx Community College (BCC) and Hostos Community College (HCC).

### General Description:

- Work with the Project Director and Administrative Coordinators to achieve project objectives through close coordination with PTS<sup>3</sup> Steering Committee
- Effectively communicate with the university community concerning PTS<sup>3</sup> activities, potential problems, and performance measures
- Ensure that project activities meet the specifications outlined in the PTS<sup>3</sup> proposal
- Coordinate the Lehman/BCC/HCC activities through close cooperation with the Project Director. Will travel between LCC/BCC/HCC to collaborate with the campus teams and to attend special events
- Collaborate with the Office of Institutional Research, the External Evaluators, and the Data Analyst/Administrative Associate to establish data collection procedures and ensure that appropriate and

accurate data are collected

- Will travel between LCC/BCC/HCC to collaborate with the campus teams and to attend special events
- Work closely with the Data Analyst/Administrative Associate to assure adherence to fiscal guidelines
- Contribute to the creation of interventions and program service standards
- Provide intellectual and conceptual leadership to the program staff including leading biweekly meetings and follow-through
- Demonstrate ability to provide support with event coordination including room, food and equipment reservations
- Give PTS<sup>3</sup> presentations as needed on all campuses
- Ensure cross program collaborations, specifically with Student Support Services, Office of Prestigious Awards, Student Life and Community Engagement
- Manage and spearhead the PTS3 Ambassador's Program; a program designed to support aspiring STEM leaders to develop and gain confidence and build community in STEM.

## Other Duties

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- Assist in arranging special events and ceremonies
- Cooperate with direct supervisors and college steering committee to conduct needs analyses and devise solutions
- Assist in communicating with sponsors, college officials, and other groups on program implementation, curriculum changes, and academic results
- Direct and monitor HSI:STEM program staff in collaboration with direct supervisors and their counterparts at BCC/HCC when appropriate
- Oversee time and leave by staff, observe and monitor service delivery, and work with direct supervisors to evaluate staff performance using a goals achieved process
- Maintain related records and submit reports on a timely basis
- Ensure observance of confidentiality protocols
- Perform the duties of lower level positions when necessary and perform other duties as assigned
- Flexible Schedule - Evening and weekends required on occasion

## Qualifications

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- Bachelor's degree required Master's degree preferred in an appropriate area of specialization (STEM area preferred)
- Supervisory experience in an office setting
- Excellent communication skills
- Experience in higher education or related area
- Community College experience preferred
- Demonstrated ability to assist in directing, assessing, evaluating and modifying the program consistent with the state-of-knowledge in the field and consistent with the requirements of the grant sponsors;
- Demonstrated ability to create and present reports, statistical summaries, demonstrations, performances, etc. consistent with the scope and nature of the project and the requirements of the sponsor
- Demonstrated ability to operate, and train others in the use of, basic instructional and administrative

technology

- Demonstrated ability to organize and direct the work of a team of professionals in achieving the goals of the program within deadlines and within budget constraints