
Job Title	Bridging the Gap to Academic Success Project Director/Associ
PVN ID	NY-1506-000572
Category	Managerial and Professional
Location	NYC COLLEGE OF TECHNOLOGY
Department	Collaborative Precollege Programs
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 30, 2015 (Or Until Filled)

General Description

MANAGERIAL AND PROFESSIONAL VACANCY ANNOUNCEMENT

New York City College of Technology of the City University of New York (CUNY), a comprehensive college of nearly 17,000 students in downtown Brooklyn, offering associate and baccalaureate degrees, invites applications for a Bridging the Gaps to Academic Success (Bridging the Gaps) Director in the Office of Collaborative Programs.

Bridging the Gaps is funded through grant contracts awarded to New York City College of Technology's Office of Collaborative Programs (within Academic Affairs) by New York State Education Department and programmatic services are provided in partnership with City Tech's academic and student service departments, local education associations in Kings County, NYC, non-profit organizations, and parents. Its defining goal is to help underrepresented populations (as defined by NYS statutes) achieve success in college, offering a broad array of academic readiness, awareness and developmental preparedness programs. The Bridging the Gap project is one of several college readiness projects administered through Collaborative Programs at City Tech. Bridging the Gaps to Academic Success offers non-credit courses, workshops, credit bearing courses, parent outreach, teacher professional development and other campus-based activities (tutoring/academic advisement, outreach and standardized test prep support). For more information, see: <https://citytechprecollege.org>.

Under the supervision of the Principal Investigator / Director of Collaborative Programs, the Bridging the Gaps Project Director/Associate Director for Collaborative Programs is responsible for managing and implementing all aspects (planning, operations, administration, payroll and budget) of the program and for serving as the primary liaison to partner high schools, administrative and academic staff, partners, student participants, and parents. The director is responsible for recruitment, retention, implementation, assessment and the development of a year-long (fall and spring and 6-week summer seminar) project that is provided on Saturdays from 8:00-5:00 pm and summers that are offered from Monday - Thursday.

The selected candidate will be available to work on Tuesday – Saturday during the fall and spring semesters, two Sundays a year and every summer.

Responsibilities include but are not limited to:

- Recruit and electronically enroll (admit and register), support and assess outcomes for all program activities, including credit, non-credit courses and workshops, and other campus-based activities for 300 students from partner schools each semester and 150 students each summer, each year. Implement and monitor the implementation of all policies, procedures, and programs related to student recruitment, eligibility for enrollment in different types of activities, electronic admission, registration/course placement, attendance, retention, continuity, and program assessment in support of program goals.
- Under the supervision of the Director of Collaborative Programs and in accordance with overall project priorities, policies and procedures, manage the development and implementation of an annual plan of educational activities, budget, staffing and corresponding payroll, program schedules, and prepare for the Director of Collaborative Precollege Programs internal and external communications, including monthly, quarterly and other reports associated with a robust student success project.
- Develop and maintain effective working relationships with the leadership at Collaborative Programs, faculty and staff in academic departments and administrative offices at City Tech and liaisons at participating schools, and Central Administration, as needed to support a superior academic program, achieve targeted enrollment and outcome goals, increase student enrollment and sustain participation.
- Plan, organize and implement project orientation activities and events in accordance with department and college policies and procedures for staff, partner schools, students, and parents, etc.
- Assist the Director of Collaborative Programs with other initiatives, as needed.

Supports program development, including proposal writing, and performs other related duties as assigned by the Director of Collaborative Programs.

Other Duties

Qualifications

QUALIFICATIONS

A bachelor's degree and at least four years of experience directing day-to-day college access/success or related project management with extensive experience in overseeing budget, personnel and

challenging but rewarding timer sensitive projects is minimally required. A master's degree is preferred. The candidate will have extensive experience managing annual budgets in excess of \$900,000, overseeing database management, working with MS- ACCESS (CUNYFirst preferred), as well as excellent interpersonal, communication, organizational, time-management skills, and a strong work ethic and commitment for success. Only candidates able to work on a flexible schedule (evenings and Saturdays for a minimum 40 weeks a year) with individuals in a diverse community will be considered. Selected candidate will have a proven record of accomplishments, be a team-player, with a can-do attitude that does not over-complicate processes.