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<b>Job Title</b>	LINCT for All Manager
<b>PVN ID</b>	VA-1704-001783
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	K-16 Initiatives
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 31, 2017 (Or Until Filled)

## General Description

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**CUNY LINCT to Success** is a college access, transition, and success program that currently works with nearly 3,000 students across three areas of the program: 1) **LINCT**—Lessons in Navigating College Transition—is the college access component; 2) Bridge to College offers college transition supports; and 3) Strive for **Success** (S4S) provides supports to first-year students at our partner college campuses. The program goals are to improve student pass rates on the CUNY placement exams, to increase college enrollment and third semester retention rates, and ultimately to increase the numbers of students graduating from college. LINCT to Success is situated within CUNY’s Office of K-16 Initiatives which houses other programs including College Now, the Early College Initiative, CUNY Tutor Corps and other programs that aim to reduce opportunity and achievement gaps among public high school students in NYC. (<http://lincttosuccess.cuny.edu>)

With support from the NYC Mayor’s Office, “LINCT” has partnered with the Department of Education (DOE) to offer LINCT to every high school in NYC by 2020. This exciting new partnership, “LINCT for All” (L4A), will be included as a “College Access for All” option for NYC high schools. Eligible twelfth-graders at participating L4A high schools will be enrolled in English, math or both courses and must be on track to graduate, but not otherwise, college-ready. Students who have completed LINCT English and math courses and go on to take the CUNY Assessment exam have shown significant improvements in their college-readiness benchmarks. Through L4A, CUNY and the DOE hope to increase college readiness rates, to reduce remediation rates for matriculating college students, and to increase student access to college and appropriate opportunity and/or special programs to set up students for college and career success.

## Other Duties

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- Manage the relationship with the DOE, the internal team (academic literacy team, management, and other program staff), and other stakeholders, and work cross-functionally to coordinate the L4A program

- deliverables, to solve problems and to implement project changes as needed;
- Develop, execute and maintain a project plan and comprehensive documentation to track progress in L4A implementation in English and math to partner high schools;
  - Develop familiarity with the L4A products—curricula, professional development workshops, and class visits—to provide programmatic support to the academic literacy team in effectively executing on the L4A vision and goals.
  - Facilitate the definition of L4A program missions, goals, tasks, and resource requirements; resolve or assist in the resolution of conflicts within and between projects or functional areas; develop methods to monitor project or area progress;
  - Coordinate and schedule professional development workshops, summer institute trainings, and school visits for L4A academic teams and partner high schools;
  - Ensure resource availability and allocation and use appropriate verification techniques to manage changes in project scope, schedule and costs;
  - Measure project performance using appropriate systems, tools and techniques;
  - Ensure that the program's data and evaluation metrics are incorporated into the project delivery process;
  - Adjust project goals and plan as needed as the program scales and make recommendations to program service delivery to accommodate growth;
  - Make strategic recommendations on effective assessment criteria for each of the L4A services in order to continue to enhance L4A operational practices and delivery; Partner with the Research & Evaluation Team to define, measure and report on program outcomes and goals when needed.
  - Set and refine the L4A vision in partnership with the Program Director, the Director of Learning & Development and the DOE;
  - Coordinate the L4A CUNY Assessment Testing, including managing relationships with college testing offices, the University Director of Testing, the L4A schools and the CUNY Offices of Accessibility;
  - Promote the strengthening of CUNY/DOE partnerships to ensure ongoing support for LINCT courses and continuing conversations about expectations for college readiness.

#### **Other Duties:**

- Manage the initiative's budget in partnership with CUNY colleagues and the DOE.
- Facilitate project meetings and document updates and changes to the project plan and project decisions.
- Document the process and results of the initiative in partnership the CUNY team members, through the creation of a L4A Operations Manual.
- Participate in professional development training opportunities.

## **Qualifications**

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- Bachelors' Degree in a relevant area, and at least five years of experience in K-12 and/or higher education or a related non-profit field.
- Experience with education policy issues, especially those related to college & career readiness and a deep understanding of the factors that tribute to and alleviate the opportunity and achievement gap.
- Proficiency in using a project management software (Microsoft Project, Asana, Trello, Basecamp, etc.) to manage complex, cross-functional projects.

- Experience planning and facilitating meetings, high attention to detail, initiative and follow through.
- Strong interpersonal skills, excellent organizational skills, and strong written and verbal communication skills.
- Ability to take direction and work as part of a team, as well as to take initiative and work independently.
- PMP Certification is a plus.
- Digital comfort, literacy and proficiency (e.g. Microsoft Office Suite, web tools, CRM, etc.).

Salary commensurate with experience.

Only candidates who upload both a copy of their resume and a cover letter in PDF format will be considered. Any other format is not readable on this site. Please DO NOT cut and paste into the fields.