



Job Title	Assistant Director for Technical Assistance - ASAP ACE
PVN ID	VA-2208-005049
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	ASAP ACE Central Office/Office of Academ
Status	Full Time
Annual Salary	\$75,465.00 - \$86,645.00
Hour(s) a Week	35
Closing Date	Dec 08, 2022 (Or Until Filled)

General Description

CUNY's Accelerated Study in Associate Programs (ASAP) and Accelerate, Complete, Engage (ACE) are comprehensive programs for associate-degree students at twelve CUNY colleges. In addition, spring and fall 2022 mark four additional ACE programs at College of Staten Island, New York City College of Technology, Queens College, and York College. ASAP|ACE advocates for educational, social, and economic equity by promoting and supporting practices to increase access and success in higher education for all students. Despite the strengths and assets that students bring to their college experience, various systemic barriers and personal responsibilities preclude many students from timely degree completion. ASAP|ACE helps eliminate these barriers by providing students with the academic, social, and financial support they need to graduate with an associate degree in no more than three years. ASAP|ACE features include individualized course schedules, required full-time study, and comprehensive and personalized academic and career advisement. Financial incentives include tuition and fee gap scholarships for financial aid-eligible students who have a gap between their financial aid award and tuition, assistance to reduce (or eliminate) the cost of textbooks, and unlimited MetroCards for all ASAP students.

CUNY ASAP|ACE's success has resulted in several replications of the ASAP|ACE model in colleges across the United States. Since 2015, CUNY has provided direct technical assistance in seven states to fourteen institutions in support of program replication efforts that maintain a high level of fidelity to the ASAP|ACE program models. These partnerships have formed a growing network that constitutes the [ASAP|ACE National Replication Collaborative at CUNY](#).

The ASAP|ACE national replication team is actively refreshing its strategies to enhance engagement with existing replication partners and cultivate new partnerships as the collaborative is forecasted for expansion in the coming years. The team works closely with core planning teams at partner institutions to develop, implement, and sustain replicated ASAP|ACE programs across the country. As a member of the national replication team, the **Assistant Director of Technical Assistance** will contribute to the reorganization of the operational infrastructure for nationally scaled ASAP|ACE replication efforts and an expanded vision for the growing national replication collaborative. More specifically, the person in this role will support the Associate Director for Replication Partner Engagement in refreshing technical assistance materials and developing

dynamic engagement strategies to support scaled national expansion of replicated ASAP|ACE programs across the country. This role will also be responsible for facilitating technical assistance activities with replication partners, including presenting on ASAP|ACE program elements and coordinating ASAP|ACE expert engagement to support technical assistance activities as-needed.

This position is grant-funded for two years, but as the ASAP|ACE national replication collaborative grows, this is likely to become a long-term position. Review of applications will begin **September 19, 2022**. We foster an inclusive, diverse, and equitable work environment where all staff have opportunities for growth.

Other Duties

- Work closely with ASAP|ACE replication team to establish and maintain the technical assistance agenda for new replication partner sites—including monthly phone calls, in-person meetings and on-site convenings and trainings;
- Facilitate technical assistance activities with replication partners, including presenting on ASAP|ACE program elements, coordinating ASAP|ACE expert engagement to support technical assistance activities as-needed, and documenting progress;
- Edit, modify, and create technical assistance curriculum and partner engagement activities;
- Assess new and existing replication site technical assistance needs through ongoing engagement with the ASAP|ACE national replication collaborative community of practice;
- Assist with maintenance, modification and development of multimedia resources and digital materials that support replication technical assistance activities, including e-learning modules, administrative templates, and planning tools;
- Other duties as assigned.

Qualifications

MINIMUM QUALIFICATIONS

- Bachelor's degree and four years related experience OR an advanced degree and at least two years of related experience;
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

PREFERRED QUALIFICATIONS

- Knowledge of higher education organization and student success reform efforts;
- Ability to communicate clearly and work effectively with diverse internal and external stakeholders;
- Strong organizational skills and ability to work both independently and as a member of a highly collaborative team;
- Experience coordinating multi-site projects and facilitating cross-functional groups;
- Strong interpersonal communication, presentation, and relationship-building skills to work effectively across multiple groups of diverse stakeholders;
- Advanced computer skills (Word and Excel required; experience with Learning Management Systems a

plus) and ability to learn new technical skills;

- Experience teaching, training, facilitation experience in virtual and in-person settings;
- Experience creating documents, presentations using PowerPoint, or other similar multimedia tools.

PHYSICAL REQUIREMENTS

- This position is located in a professional office environment in Brooklyn, NY and is currently hybrid, working 70% in person (7 days) in office and 30% remote (3 days) during every two-week payroll cycle. Laptop may be provided if needed to support working remotely.
- As of May 27, 2022, all candidates will be required to provide proof of being fully vaccinated against COVID-19 upon commencing employment. Exemption (medical or religious) requests to this requirement will be considered in accordance with applicable law and criteria. Being fully vaccinated is defined for this purpose as two weeks after a final dose in primary series of an authorized COVID-19 vaccine (example: two weeks after the second dose of a two-dose vaccine such as Moderna or Pfizer, or two weeks after a single dose vaccine such as Johnson and Johnson). Final candidates must be fully vaccinated as of their first day of employment. Newly hired employees will be sent an email with instructions on how to upload their vaccine information on the Research Foundation portal.

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We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. The Research Foundation of the City University of New York is an Equal Opportunity/Affirmative Action/Americans with disabilities act/E-Verify employer.