



Job Title	Program Associate, College & Career Bridge for All
PVN ID	VA-2406-006297
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$55,000.00 - \$63,000.00
Hour(s) a Week	35
Closing Date	Aug 06, 2024 (Or Until Filled)

General Description

MISSION

CUNY's Office of K-16 Initiatives creates innovative pathways for young New Yorkers to envision and achieve success by engaging strategic partners in confronting systemic educational inequities.

GENERAL DESCRIPTION

College and Career Bridge for All is a near-peer matriculation program that is a collaboration between CUNY and the NYCPS to increase enrollment and persistence in college. The Program Associate will provide administrative and implementation support, including supporting the recruitment, hiring, training and management of 200+ Coaches, while also supporting continuous improvement of the program. They will work closely with Bridge Coaches, coach support staff, and other College Counseling Initiatives staff to ensure Bridge Coaches are supported, invested in and prepared to support students to pursue their college and career plans.

Other Duties

- **Support Coach Recruitment and Hiring (25%)**
 - Lead recruitment efforts and communication with candidates
 - Conduct Initial review of applicants, participate in interview processes and candidate selection
 - Coordinate paperwork and on-boarding process of approximately 200 seasonal program staff
- **Coordinate Coach Communications (15%)**
 - Draft weekly newsletters featuring helpful resources, program accountability, and answers to Coach questions
 - Manage inbox of Coach questions
- **Oversee Coach Timesheet Process (25%)**

- Track completion of timesheets
- Follow up with near-peer mentors who haven't completed timesheets
- Manage timesheet tracking database
- **Provide administrative support for Coach Management (10%)**
 - Track program attendance at mandatory events
- **Support in Coach Training (10%)**
 - Facilitate training sessions
 - Create content on youth development, professional experience, and college access
- **Support program evaluation and program design (5%)**
 - Collaborate on program evaluation and best practice analysis to inform program design
- **Other duties as assigned (10%)**

Qualifications

Minimum Qualifications

- Bachelor's degree required
- 1+ years of experience in college advising and positive youth development practices, with progressive project management responsibilities
- Commitment to [program values](#) of equity and inclusivity, teamwork, community, growth, excellence, partnership and having fun.
- Experience working collaboratively and cooperatively with a diverse community of students, staff, and external constituents
- Proficiency in Google and Microsoft suite of programs & otherwise digitally literate and proficient

Preferred:

- Experience with group facilitation
- Experience in and commitment to youth leadership and college access/persistence for students traditionally underrepresented in college
- Experience attending and/or working with NYC DOE public schools
- Experience with data collection and analysis, and database management to support effective program operations and program evaluation
- Previous experience with College & Career Bridge for All or similar programs

Physical Requirements

This is a 70/30 hybrid position. Remote work arrangements are not a right or entitlement of employment and, as such, are discretionary and subject to operational needs unless otherwise provided by the CUNY Flexible Work Guidelines. A laptop may be provided if needed to support working remotely.

Apply by June 20, 2024. Applications will be received on a rolling basis with a goal start date of early July, 2024.