

Job Description

Job Title:	Academic Program Coordinator - College Now Program Assistant
Job ID:	3525
Location:	Lehman College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

GENERAL DUTIES

Provides basic operational and analytical support related to a College's specialized academic program.

- Supports the directors and managers with orientation preparation, student advisement regarding program requirements, and providing basic information about financial aid and registration
- Manages office records including faculty files; prepares reports and surveys; collects and maintains statistical data on program activities
- Serves as liaison to various College offices to provide service delivery and appropriate referrals to students
- Collects and reviews syllabi to ensure compliance with standards
- Serves as resource person for students and faculty regarding program policies and procedures
- May supervise office operations and/or monitor department budget
- Performs related duties as assigned.

Job Title Name: Academic Program Coordinator

CONTRACT TITLE

Assistant to HEO

FLSA

Non-exempt

CAMPUS SPECIFIC INFORMATION

The College Now program is collaboration between The City University of New York and The New York City Department of Education. The program provides qualified high school students the opportunity to take undergraduate courses free of charge, or to participate in appropriate high school credit and/or non-credit activities. The program serves as a first introduction to college, and prepares students to enter higher education without the need for remediation.

Under the general supervision of the College Now Coordinator, the Program Assistant will perform overall administrative functions for the College Now Program and related programs. He/she will be responsible for the day-to-day activities of the program including, but not limited to:

- Serve as point of contact for telephone inquiries regarding the College Now program.

- Responsible for answering field questions and making referrals to appropriate college offices.
- Establish and maintain accurate and timely files on all students, staff, faculty, program activities and functions.
- Serve as secretary of all College Now staff and committee meetings.
- Serve as the liaison for information technology services.
- Oversee all activities and schedule events within the College Now office.
- Supervise all clerical staff and oversee all assignments such as word processing, data entry, filing, mailings. Prepare documents such as letters, memos, forms, brochures, flyers and sort and distribute mail among College Now staff and faculty.
- In consultation with the Director of the College Now program, develop the office's budget and oversee the expenditures, reconcile and maintain the budget for the office.
- Collect and update program information and data from various sources and assist in preparation of weekly, monthly and annual reports.
- Supervise evening and weekend activities.
- Perform other duties as assigned by the College Now Coordinator and/or Director.

MINIMUM QUALIFICATIONS

Bachelor's Degree required.

OTHER QUALIFICATIONS

- Familiarity with CUNY collaborative programs, admissions and registration processes preferred
- Knowledge of CUNY procedures and policies preferred
- Working knowledge of Microsoft computer applications
- Excellent customer service skills with a positive attitude and ability to work under pressure
- Strong management and supervisory skills with an ability to provide leadership in a busy office preferred
- Excellent written and verbal communication skills
- Superior organizational skills
- Bilingual English/Spanish preferred
- Dedication to provide underrepresented high school students access to higher education, and willingness to learn every aspect of collaborative programming
- Appreciation for a culturally diverse student population
- Evening and weekend work required

COMPENSATION

\$46,328 - \$50,568

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply, please log on to: www.cuny.edu. Click on "Employment" and scroll down to "Application for Employment." Click on "Apply for a job online Job Posting on CUNYFirst" and search for the job posting. Current users of the site should access their established accounts; new users should click the appropriate link to register. Applications must be submitted through CUNYFirst. Applicants must upload one document which includes cover letter, resume and the names, addresses and telephone numbers of at least three professional references. Please follow instructions under How to Apply Online.

CLOSING DATE

Open until filled with review of resumes to begin November 1, 2010

EQUAL EMPLOYMENT OPPORTUNITY

The City University of New York is an Equal Opportunity Employer which complies with all applicable laws and regulations, and encourages inclusive excellence in its employment practices.