Job Description

Job Title: Academic SEEK Program Manager
Job ID: 3645
Location: Lehman College
Full/Part Time: Full-Time
Regular/Temporary: Regular

GENERAL DUTIES

Manages SEEK academic support program operations. SEEK (Search for Education, Elevation, and Knowledge) is a higher education opportunity program established at the senior CUNY colleges to provide comprehensive academic support to assist capable students who otherwise might not be able to attend college.

- Manages academic services and programs for eligible students
- Assists management with planning, assessment, monitoring, and reporting
- Develops schedules for courses and student support services
- Serves as advocate and representative for SEEK students from admission to graduation
- Manages professional and support staff
- Performs related duties as assigned.

CONTRACT TITLE

Higher Education Associate

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Under the supervision of the SEEK Program Director, the Academic SEEK Program Manager assumes a substantial leadership role in the design, implementation and management of all SEEK instructional support programs and activities. He/she is responsible for the day-to-day operation of the SEEK Tutoring Center and for supervision of all other SEEK instructional assistance, monitoring and intervention activities. Currently, the Center conducts vigorous programs in the following areas: one-on-one and group tutoring, Supplemental Instruction Reviews, workshops in study skills development, CUNY skills Test and CPE preparation and pre-freshman programs including summer immersion programs. The SEEK Tutoring Center also maintains a study hall and a computer facility for use by SEEK students and utilizes various CAI and online learning strategies including PLATO and other educational software. SEEK emphasizes collaborative learning, intensive outreach, innovation and creativity in responding to the academic development needs of "Opportunity" program college students. At this time, the Program is especially interested in the issues of English Language Learners (ELL), 1.5 Generation students, and math preparation and proficiency.

The Academic SEEK Program Manager responsibilities include:
- Develop, manage and maintain SEEK Tutoring Center Programs and personnel.
- Supervise existing Supplemental Instruction Review program using University of Missouri-Kansas City Supplemental Instruction model.
- Recruit, train, and supervise SEEK tutors, SI leaders, ACT and Study Skill workshop leaders, PLATO and other staff.
- Develop academic and supportive relationships with faculty and College Departments.
- Collaborate with College offices including Freshman Year Initiative, Instructional Support Service Programs, Testing and others as needed.
- Collaborate with SEEK professional counseling/advise ment staff to monitor and evaluate student involvement and progress in SEEK and College support activities.
- Develop, implement and oversee outcome assessment activities.
- Monitor and report on staff and student performance and progress.
- Gather data for reporting, evaluation and research; prepare reports.
- Plan and manage a substantial budget under the supervision of the SEEK Director.
- Oversee and maintain the SEEK computer center including CAI programs and general computing activities.
- Conduct academic skills development workshops as needed.
- Use databases, spreadsheets and word processing programs as organizing tools.
- Be available on a flexible schedule including possible weekends and evenings.
- Conduct other SEEK Program and College activities as may be assigned by the Director.

MINIMUM QUALIFICATIONS

Bachelor's degree and six years’ related experience required.

OTHER QUALIFICATIONS

The successful candidate will have a minimum of a master's degree preferred with at least six years of progressively responsible professional work experience in an educational setting, preferably at the college level. Substantial knowledge and experience in leading instructional support services for under-resourced, minority college students. Strong organizational and administrative abilities are essential, as are excellent interpersonal, oral and written communication skills. Familiarity with computer based learning initiatives. Ability to utilize database and spreadsheet software for project management, data analysis and report writing. Teaching experience highly desirable. Demonstrated commitment to the mission of senior college "Opportunity" programs and developmental education.

COMPENSATION

$55,602 - $64,956

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 29, 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.