Job Description

Job Title: SEEK Program Manager
Job ID: 5907
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 Manager of the SEEK Learning Center 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 Learning Center and for supervision of all other SEEK institutional 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 preparation, and pre-freshman programs including summer immersion programs. The SEEK Learning Center also maintains a study hall and a computer facility for use by SEEK students.

The Manager’s responsibilities include:
- Develop, manage, and maintain SEEK Learning Center Programs and personnel.
- Supervise 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 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/advisement 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 and general computing activities.
- Conduct academic skills development workshops as needed.
- Use databases, spreadsheets, and word processing programs as organizing tools.
- 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 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. 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 - $68,024

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, go to www.cuny.edu, select “Employment”, and “Search Job Listing”. You will be prompted to create an account. Return to this job listing using the “Job Search” page and select “Apply Now”. Upload a cover letter, resume and three references via cunyfirst system.

CLOSING DATE


JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.