CUNY Start Program Assistant – Part-time

GENERAL DESCRIPTION

CUNY Start and Accelerated Study in Associate Programs (ASAP) are two of CUNY’s most successful programs. CUNY Start helps students prepare for college-level coursework and reduce or eliminate any remedial needs prior to starting credit-bearing courses. ASAP students are provided essential college supports to ensure high rates of college graduation. Both programs have demonstrated outstanding outcomes for their students. Math Start, under the auspices of the CUNY Start program and based on its curriculum and pedagogy, is an intensive 8-week program for CUNY students who want to increase their math proficiency before starting credit-bearing classes.

CUNY Start has received a four-year grant from the Conrad N. Hilton Foundation to serve transition aged youth from foster care who wish to pursue associate degrees at CUNY, but who have significant remedial needs in reading, writing, and/or math based on their CUNY Assessment Test scores. The grant, known as the Foster Care Initiative supports the development of strategic partnerships with foster care agencies and the New York City Administration for Children’s Services (ACS) to create a college success/graduation pipeline for 325 college-bound foster care youth into CUNY Start/Math Start and the University’s acclaimed Accelerated Study in Associate Programs (ASAP).

JOB DESCRIPTION

CUNY Start/Math Start is seeking a highly motivated, self-starter with outstanding administrative and communication skills to provide administrative support the CUNY Start/ Math Start and FCI programs for 19 hours weekly. Reporting to the Associate Director of CUNY Start/Math Start, the Program Assistant supports the daily operational needs of the successful operations of CUNY Start/Math Start and FCI program.

Responsibilities include, but are not limited to:

- Provide daily administrative support to the Central Office CUNY Start/Math Start Central Office Team;
- Collaborate with CUNY Start/ Math Start’s Central Office and campus-based administrative teams to support smooth implementation and coordination of the CUNY Start/ Math Start and FCI programs;
- Support operations related to recruiting and hiring campus-based teachers and advisement staff;
- Schedule meetings and organize training events;
- Prepare training and program materials;
- Draft meeting notes and planning templates;
- Send emails, update records and respond to inquires from campus program staff;
- Maintain and input data records;
- Support procurement and reconciliation of outstanding invoices;
- Communicate with campus staff regarding basic program information, program planning, staffing, and upcoming events;
- Coordinate special projects and ad hoc meeting requests;
- Perform related duties as assigned.
QUALIFICATIONS AND PREFERRED SKILLS:

• Bachelor’s degree preferred;
• Ability to perform job responsibilities;
• Excellent communication and interpersonal skills;
• Proactive, detail orientated and flexible with strong organizational skills;
• Computer proficiency skills using standard administrative and academic systems and programs, especially Microsoft Word, Excel and Access and the ability and interest to learn new computer and tracking systems
• Ability to:
  o handle sensitive information with maturity;
  o multi-task and to prioritize multiple responsibilities;
  o work collaboratively and independently in fast-paced work environment with time-sensitive goals;
  o travel to multiple college campuses across the five boroughs of New York City.

Salary: $20.00 per hour for 19 hours weekly

To apply, submit the following items to cunystart@cuny.edu:

  o A cover letter and resume and;
  o Your preferred work schedule block (please indicate all that may apply):
    Monday – Thursday – 10:00am-3:00 or 1:00pm-6:00 pm
    Tuesday – Friday - 9:00am-2:00pm or 1:00pm-6:00 pm

Please note that we cannot guarantee an applicant’s preferred schedule, but we will try to accommodate an applicant’s request whenever possible in alignment with program needs. Schedule options are subject to change.

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.