CUNY Start-ASAP Foster Care Initiative Part-time Recruitment Assistant (Temporary)

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. 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 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 and the University’s acclaimed Accelerated Study in Associate Programs (ASAP). In CUNY Start and ASAP, Foster Care students receive MetroCards, on-campus internships and other supports to ensure timely graduation from college. Along with creating a college success pipeline for youth from foster care, the lessons learned from the project’s partnerships will be incorporated into CUNY Start’s advisement curriculum and training protocol. The grant also includes a research and evaluation agenda led by CUNY’s Office of Research, Evaluation, and Program Supports (REPS). REPS works with key stakeholders to establish important research projects, lead focus groups, and establish benchmarks and goals for youth from foster care to succeed and graduate from CUNY.

The Foster Care Initiative is seeking a highly motivated, self-starter with outstanding administrative and communication skills to provide outreach and recruitment support for 19 hours weekly.

Reporting to the FCI Program Coordinator, the Recruitment Assistant plays a pivotal role in supporting student outreach, recruitment, and intake in order to ensure the program meets its enrollment targets. The Recruitment Assistant will:

Job Responsibilities:
- Communicate program information to prospective students with clarity, sensitivity, and professionalism;
- Work collaboratively with the FCI team to conduct in-person and online outreach via phone, email, social media and in-person activities on- and off-campus;
- Conduct presentations and develop recruitment activities at foster agencies, community-based organizations and other relevant partner sites;
- Assist with assessing eligibility of prospective students;
- Maintain enrollment tracker and provide updates on student engagement outcomes;
- Collect and track student documentation, as appropriate;
- Perform other administrative tasks, as needed;
- Other related duties as required.
QUALIFICATIONS AND PREFERRED SKILLS:

- Bachelor’s degree preferred;
- Outstanding applicants with associate’s degree will be considered;
- Ability to perform job responsibilities;
- Excellent communication and interpersonal skills;
- Demonstrated comfortable rapport with students of all ages and backgrounds;
- Ability to handle sensitive information with maturity;
- Proactive, detail orientated and flexible with strong organizational skills;
- Computer proficiency skills using standard administrative and academic systems and programs, especially Microsoft Excel and Access and the ability and interest to learn new computer and tracking systems;
- Ability to work collaboratively and independently in fast-paced work environment with time-sensitive goals;
- Ability to travel and work throughout the five boroughs of New York City

Salary: $18.00 per hour for 19 hours weekly

To apply, submit the following items to Lutful Khan at fci@cuny.edu:

- A cover letter and resume and;
- Your preferred work schedule (please indicate all that may apply):
  Monday – Thursday – 8:30am to 12:30pm, 9:00am-2:00pm or 1:00pm-6:00 pm
  Tuesday – Friday - 8:30am to 12:30pm, 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.

This is a part-time temporary position (December 2017 to May 2018) and is subject to renewal based on availability of funding.

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.