Job Description

Job Title: Academic Program Specialist - Freshman Programs

Job ID: 2675

Location: Lehman College

Full/Part Time: Full-Time

Regular/Temporary: Regular

GENERAL DUTIES

Participates in the daily coordination of academic and administrative activities of a College's specialized academic program under management direction.

- Supports program development, student service delivery, outcome evaluation and instructor/student recruitment, enrollment, and retention.
- Recommends, implements and evaluates strategies to expand program offerings
- Prepares analytical and statistical reports for management
- Develops and maintains relationships with various College offices to improve student and faculty services
- Serves as resource expert regarding program policies and procedures
- Oversees office recordkeeping; manages updates of program web and print materials
- May supervise office operations and/or department budget
- Performs related duties as assigned.

Job Title Name: Academic Program Specialist

CONTRACT TITLE

Higher Education Assistant

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

The Academic Program Specialist for Freshman Programs will assist the Director in all aspects of planning, design and implementation of the Freshman Year Initiative (FYI), Summer and Winter Immersion Programs, and Sophomore Year Program:

- Create complex logistical structure for block programming of 35+ learning communities per semester each consisting of five academic courses, supplemental instruction, tutoring and counseling activities.
- Oversee all aspects of summer and winter immersion programs serving 1400+ students annually.
- Advise freshmen on the general education curriculum and guide them through course selection and academic difficulties.
- Schedule 175 full-time and adjunct faculty each year in the Freshman Year Initiative (FYI), Summer Immersion, and Winter Intersession programs.
- Develop and initiate sophomore year programs, including majors advisement activities involving all academic departments, developing sophomore committee agenda for continuing initiatives.
- Organize and manage all freshman orientation and registration events, including the creation of brochures, pamphlets and all other materials for such events.
- Research information for grant proposals and prepare CUNY/Lehman reports.
- Prepare and manage budget of all programs.
- Participate in various college committees.
- Maintain all FYI databases and process data into statistical reports.
- Supervise office personnel.

MINIMUM QUALIFICATIONS

Bachelor's Degree and four years' relevant experience required.

OTHER QUALIFICATIONS

Supervisory experience required.
Excellent interpersonal, written communication, and organizational skills a must.

COMPENSATION

Commensurate with experience.

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

In addition to applying online, you must do the following:

Send cover letter, resume, and the names of three references by the above closing date to:
steven.wyckoff@lehman.cuny.edu (Email submissions preferred)
-OR-
Steven Wyckoff
Director of English Composition and CFP
Lehman College/CUNY
250 Bedford Park Boulevard West
Carman Hall, Rm. 339
Bronx, New York 10468

CLOSING DATE

Open until filled with review of resumes to begin on 4/23/2010.

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.