Job Vacancy Notice

Job Title: Associate Director of Student Transition Programs (Student Life Manager)
Job ID: 13542
Location: John Jay College

Full/Part Time: Full-time
Regular/Temporary: Regular

POSITION DETAILS

The Associate Director of Student Transition Programs will enter the Division at a time of growth and creative energy under a new Vice President for Student Affairs. The Division provides an array of intellectual and experiential opportunities for students to become engaged citizens through its various departments which support student organizations, social events, athletics, theatrical productions, community and service learning opportunities, as well as student support services that enhance their collegiate experience.

Reporting to the Director of Student Transition Programs, the Assistant Director of Student Transition Programs will be responsible for providing and organizing the overall logistics for the orientation program, commencement, providing support to the Director, and working closely with the Coordinator of Student Transition Programs. The Associate Director supports the Director in the year round project management of major student events including orientation (freshman, transfer, graduate, and residential), convocation, accepted student programs and commencement.

The Associate Director will provide creative and visionary technology for the efficiency and ease of all STP related programming and events. H/She will also provide administrative support to the Director with regards to coordination of committee responsibilities and budgeting. The Associate Director will provide supervision to College Assistants, work study students, interns and other part time employees.

Orientation:
- Assists in the development and implementation of programs intended to provide students with a positive experience at the college.
- Serve as the lead on the Strategic Enrollment “Touches” for first year students and other ceremonial occasions.

Commencement:
- Support the Director of Strategic Initiatives through the logistical planning and organization of all matters important to the successful execution of commencement exercises.
- Lead the planning and development of the Commencement Award Ceremony.
- Work collaboratively with academic affairs, student life, the registrar and marketing and development to identify and market awards and their recipients, develop an accurate list of student eligible to graduate, and maintain the appropriate technological tools to assist with the efficiency of all processes related to commencement.
- Liaison with Marketing and Development to insure the healthy status of the award funding sources.

Other duties as assigned.

QUALIFICATIONS

Bachelor’s degree and six years related experience required.

CUNY TITLE OVERVIEW

Manages the development, implementation, monitoring, and evaluation of student programs and quality of life issues, promoting the personal development of a diverse student population.

- Evaluates student needs and trends to develop a range of student services
- Develops and administers specific programs and general activities in support of student needs

- Develops relationships with college departments and outside community organizations to understand student needs and available development opportunities

- Represents the College in campus-wide and university-wide groups and councils focusing on priority student issues

- Manages staff, fiscal resources, and facilities supporting student affairs activities

- Performs related duties as assigned.

Job Title Name: Student Life Manager
CUNY TITLE
Higher Education Associate

FLSA
Exempt

COMPENSATION AND BENEFITS
Compensation: $ 55,602 - $ 62,665

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY
To apply, go to www.cuny.edu, access the employment page, log in or create a new user account, and search for this vacancy using the Job ID or Title. Select "Apply Now" and provide the requested information.

CLOSING DATE
October 14, 2015

JOB SEARCH CATEGORY
CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation