



Position: Assistant Director of the First Year Experience and Co-Curricular Learning

Department: Academic Affairs

Job Summary: The Assistant Director of the First Year Experience and Co-Curricular Learning will support our First Year Experience program and our college-wide commitment to co-curricular learning. The Assistant Director will assist with New Student Orientation, facilitate the First Year Experience course, and provide supervision and mentorship for students in the Peer Leadership Academy. The Assistant Director will work with students, academic departments, and administrative units to identify the most impactful co-curricular learning opportunities; link these opportunities to academic program learning outcomes and institutional Strategic Plan priorities; create and manage co-curricular badges and pathways; train the campus community on the effective use of these badges and pathways; and assess the impact of the First Year Experience and guided co-curricular learning on student success. This position reports to the Director of the First Year Experience.

A strong candidate for this position will recognize the importance of inclusion and engagement for all students. Because this position interacts with many areas of academic life, we will consider a wide range of previous experience. We seek applicants who can clearly articulate the translatable skills and experience they would bring to this role.

Duties and Responsibilities:

- Support the First Year Experience program by facilitating New Student Orientation and the SFC 1001 FYE course
- Provide training, mentorship, and supervision for students in the Peer Leadership Academy
- Help first-year students prepare for and engage in their college experience and assist them in solving problems, accessing college resources, and engaging in a range of learning opportunities
- Convene and collaborate with the Co-Curricular Learning Taskforce to expand co-curricular learning opportunities across campus including but not limited to internships, community involvement, speaker series, global engagement, and wellness initiatives
- Build and maintain co-curricular badges and pathways through the Canvas Credentials platform and train professional advisors, faculty, and other stakeholders on the use of co-curricular badges and pathways
- Coordinate FYE and co-curricular learning programming with other students support offices to ensure a wholistic, engaging, accessible, effective, and efficient approach to student development
- Maintain project records, ensure Title III grant compliance, and complete annual reports

- Assess the effectiveness of the First Year Experience program and co-curricular badges and pathways
- Perform other duties as assigned

Required Qualifications:

- Bachelor's degree
- Minimum 5 years of experience developing and implementing student-focused programming
- Experience with career and professional development preferably in a college setting
- Strong collaboration skills and ability to work with community and industry partners
- Commitment to supporting student success and liberal arts educational goals
- Ability to work with a diverse faculty and student body in a collegial environment
- Superior interpersonal, communication, collaboration, and problem-solving skills

Preferred Qualifications:

- Master's degree in a liberal arts related field
- Experience facilitating leadership programming, First Year Experience courses, and other student development programs in higher education
- Experience designing co-curricular badges or other guides to student learning
- Experience assessing student engagement and learning
- Experience with Badgr/Canvas Credentials or other micro-credentialing software

Pay Range: \$60,000 per year – \$65,000 per year

The advertised pay scale reflects the minimum and maximum salary range for this role. The specific compensation offered to a candidate may be dependent on a variety of factors including, but not limited to; the candidate's experience, education, credentials and/or qualifications.

About St. Francis College: For 160 years, St. Francis has been driven by dreams-powered by big ideas, bold ambitions, and the courage to bring them to life. Located on a dynamic campus at a global crossroads, St. Francis College invites students to learn in the heart of Brooklyn, an exhilarating mix of cultures and neighborhoods, home to innovative starts, storied organizations, and the city's largest concentration of college students. The College strives to offer ample opportunities for students to immerse themselves in the intellectual, cultural and professional opportunities afforded by New York City, and to serve the needs of the local community in which they live and study. We educate the whole person for a full, relational life, developing the students' talents and abilities to form confident alumni well prepared for graduate study, for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. St. Francis College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to increasing the diversity of our faculty, students, and the curriculum. Qualified candidates of diverse ethnic and racial backgrounds are encouraged to apply.

Interested applicants can apply by [clicking here](#).