

ST FRANCIS COLLEGE

BROOKLYN NY EST. 1859

Associate Director, Academic Resource Program

About St. Francis College:

St. Francis College (“SFC or the “College”) is revitalizing as we prepare to open a brand-new, state-of-the-art campus in downtown Brooklyn. We are a College rooted in a commitment to radical hospitality, to character formation, to inter-faith dialogue, and to creating conditions for students to learn the technical skills necessary to navigate a 21st Century workplace, while never losing sight of the importance of ensuring that all students learn to cultivate their humanity.

SFC is committed to diversity, equity, and inclusion and we serve one of the most diverse student populations in New York City and the country. St. Francis College has a 160-year history of serving New York City’s low-income, working class and immigrant families, and a mosaic of diverse individuals, offering our students opportunity—the opportunity to pursue a college education that is accessible and affordable and to use their hard-earned degree and experience to build careers and achieve economic mobility. Today, St. Francis College’s student body is 28% Hispanic, 24% Black, and 26% White. Over 60% of students are female and 47% receive federal Pell grants. Candidates who are culturally competent and have the professional skills, experience and desire to engage with a collaborative and diverse college and community, are particularly sought after for employment with the College. To learn more about St. Francis College and our commitment to diversity, equity and inclusion, please visit us at <https://www.sfc.edu/>.

About this Position:

Position Summary: Reporting to the Assistant Dean of the Center for Learning and Leadership (CLL), serves as the program associate director for students who require academic support resources and coaching. Coordinates and provides a range of services to support students’ varied needs as they pursue their educational goals, including: educational support, academic skill building, instruction, and related assistance.

Duties and Responsibilities:

- Oversees the monitoring and implementation of semester communication plan, intervention, resource, and retention programs for students experiencing academic challenges.
- Leads the Removing Obstacles to Success (ROS) program, and similar such programs, to assist students who are on academic probation and have fallen below the College's academic standards.
- Creates and facilitates academic success workshops, small group discussions and individualized consultation with students with GPA's below 2.0 on topics such as, but not limited to: attending/engaging in class, time management, study skills, and being prepared to handle college obstacles & how to make a comeback when necessary.
- Supervises a team of professional and peer success coaches.
- Organizes and facilitates study halls for the SFC student community.
- Coordinates and implements all outreach and meetings to students on academic probation and students who receive an academic support alert.
- In collaboration with Admissions, meets with students who have been academically dismissed and assists them in their return to the College after completing coursework at a community college.
- Facilitates a summer and intersession program for all students who are placed on academic probation, readmitted after academic dismissal, or a conditionally admitted student.
- In collaboration with the Academic Dean's office and Center for Student Success, provides support to students who are on extended deadline (IP grades) to develop college skill development and life skills to achieve academic success.
- Serves as a liaison with Kingsborough Community College and all community college partners to works to ensure students have a smooth transition and pathway back to St. Francis College.
- Serves as a liaison for all community partners as they track students who are enrolled at SFC (i.e. Coney Island Prep, Summit High School, and other high schools or community board organizations (CBOs) that join the partnership).
- In collaboration with Admissions, Office of Community Partnerships, coordinates the CLL Success Squad program with teaching college readiness prep programming to high school students.
- Creates effective communication plans using Navigate which drive students to key events and resources by using tools such as push-notifications, nudges, and alerts.
- Utilizes the Navigate platform and other campus tools for data-informed strategy-monitoring student progress, measuring intervention effectiveness and success metrics, and providing summary reports.
- Collaborates with the College's Institutional Effectiveness team concerning surveys and focus groups geared to understanding the needs of students who have a predicted need for additional support in order to succeed academically.
- Maintains academic resources for students such as online videos on time management as well as booklets and guides.
- Collaborates with the Offices of Bursar and Financial Aid and the CLL Financial Success Coach on programming and initiatives to support students who are on academic probation and/or not meeting Satisfactory Academic Progress (SAP).

- Participates in specific weekend and evening events, which include, but are not limited to, the College's Open House, Admitted Students, and Orientation events.
- Maintains current knowledge of best practices as well as the College's rules and policies to direct students to the appropriate resources within the College.
- Performs all other duties as assigned.

Qualifications:

- Master's degree from an accredited program required, preferably in the area of higher education administration, student personnel, or related area.
- Minimum of three (3) years of experience in higher education or related field.
- Ability to multi-task and remain detail-oriented.
- Excellent time management and organization skills.
- Proficiency with MS Office to include Outlook, Word and Excel, Canvas and EAB Navigate.
- Strong oral and written communication skills.
- Ability to work independently, collaboratively, and under supervision.
- Communication skills and cross-cultural abilities to maximize effectiveness with diverse groups of students, colleagues and community members.
- Commitment to diversity, equity, and inclusion in the workplace, and efforts to embed it into the St. Francis College culture.
- Ability to effectively communicate and interact collaboratively and professionally with diverse groups and constituencies throughout the College.
- Culturally sensitive with an understanding and appreciation of a multi-cultural college community and the Franciscan traditions of St. Francis College.
- Strong commitment to the College's mission and to its students, faculty and staff.

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

St. Francis College is committed to providing opportunities to all persons without regard to sex, race, creed, color, religion, national origin, citizenship status, age, disability, marital status, gender identity or expression, predisposing genetic characteristics, status as a victim of domestic violence, sexual orientation, status as a Vietnam-era or special disabled veteran, or any other characteristic protected by law in its education programs and activities or employment. The College is an Affirmative Action, Equal Opportunity employer and we are strongly committed to equity and to increasing the diversity of our faculty, staff, students, and the curriculum. Applications by members of all underrepresented groups are encouraged.