College Assistant – Math Start Kingsborough Community College Recruitment Assistant

Background
CUNY Start is an intensive pre-matriculation program for incoming associate degree-seeking college students who need to increase their academic proficiency in reading, writing and mathematics. The CUNY Office of Academic Affairs, six of the University's community colleges, Medgar Evers College, and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start is recognized for its carefully designed curriculum and pedagogy, ongoing professional development and supportive teacher approach. Since 2011, CUNY Start has undergone a large-scale expansion, and in 2018/19 will serve nearly 3,400 students.

CUNY Start’s intensive eight to ten week math program, known as Math Start, is modeled on the semester-long CUNY Start math course and has been undergoing large-scale expansion since 2016; from having served 150 students at three campuses to a goal of serving 4,000 students by the end of 2019. Math Start is an intensive program for incoming college students who have earned either a high school or high school equivalency diploma, and need to increase their academic proficiency in mathematics prior to enrollment in college credit classes.

Position Detail
The Math Start Recruitment Assistant will support recruitment activities for on and off campus-based Math Start courses. Recruitment Assistants play a critical role in promoting Math Start and supporting new students through the Math Start enrollment process. In addition, the Math Start Recruitment Assistant will support the off-campus students in the CUNY application process by guiding them through CUNYfirst, and acting as a liaison between them and the college’s admissions office. Recruitment Assistants report to their campus director and receive guidance from the Strategic Partnerships and Outreach Manager.

Recruitment Assistants will plan and implement on and offsite events and outreach efforts to ensure that Math Start can meet its expanded enrollment targets. Recruitment Assistants must commit to the position from December 2018 – June 2019. There is a possibility that the position will be extend through summer 2019 if programmatically helpful, and funding allows. Recruitment Assistants will work a maximum of 20 hours per week.

Responsibilities
• Work with the Strategic Partnerships and Outreach Manager to support Math Start recruitment
• Plan and participate in events that help build awareness about Math Start among prospective students
• Present publicly on Math Start and its benefits during Math Start information sessions
• Support new students through the CUNYfirst application process for off-campus courses
• Support new students through the Math Start enrollment process
• Work with the Strategic Partnerships and Outreach Manager to develop and implement content for Math Start social media efforts
• Plan and facilitate activities during Math Start recruitment and early engagement events, inclusive of web-based events
• Participate in special projects as assigned (e.g. submission of written reflections, attendance at special program events)
• Be available to be interviewed and photographed by CUNY staff; select activities will be highlighted in Math Start print and electronic promotions, including on the CUNY Start website and social media pages
• Perform other related duties as assigned

Qualifications:
The ideal candidate must demonstrate sufficient skills to perform the following duties:

• Available to commit to the position from December 2018 – June 2019
• Experienced in providing consistent and enthusiastic engagement with student-focused programming
• Possess:
  Excellent communication, team-work, and leadership skills
  Strong digital software and social media management skills
  A proven track record of meeting commitments and managing time wisely

• Work effectively as an individual contributor and team member
• Demonstrate a history of community service, involvement or volunteerism on or off campus
• Have the proper work authorization required by the U.S. Citizenship and Immigration Services (USCIS)

Salary and Employment
• Hourly rate - $20/hour
• Health benefits may be available after 3 months

To apply, please submit a cover letter and resume to Wenddy Zepeda, mathstart@kbcc.cuny.edu.