College Assistant – Math Start Adult Learner (AL) Hub Recruitment Assistant

**Background**
CUNY Start is CUNY’s highly successful, 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, the University’s community colleges, Medgar Evers College, New York City College of Technology, 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. 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 at on-campus and off-campus sites by the end of 2019.

**Adult Learner Math Start Hubs**
This spring, as part of Math Start’s expansion efforts, the program will launch a new pilot program targeting adult learners who have earned their high school equivalency (HSE) diploma – Math Start-Adult Learner Hub (AL Hub). The Math Start AL Hubs are a partnership among the Office of Academic Affairs and three CUNY campuses: Borough of Manhattan Community College, Hostos Community College and LaGuardia Community College. Along with participating in Math Start, Hub students will have the $65 CUNY application fee waived, be assisted with applying to CUNY and planning for their major and degree pathway and supported to explore and enter CUNY ASAP after of Math Start.

**Position Detail**
The Math Start Recruitment Assistant will support recruitment activities for 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. 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 **November 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
- 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 September 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 Julianne Salazar, jsalazar@lagcc.cuny.edu.