

Position: Director of the Collegiate Science and Technology Entry Program

Department: Office of Academic Affairs

Reports to: Assistant Vice President of Academic Affairs, Dean of Curriculum and Student Support

Job Summary: Responsible for the administration, oversight and coordination of the St. Francis College (“College”) Collegiate Science and Technology Entry Program (“CSTEP”). CSTEP is a partnership between New York State and the College which provides a broad range of services to state residents with the purpose of increasing access by minority or disadvantaged students to academic programs that prepare students either for licensure in the professions or for employment in scientific and technical fields.

Special Circumstances: This position will at all times be contingent upon third party grant funding. Any lack of such funding may lead to a reduction in work hours or the elimination of this position.

Duties and Responsibilities:

- Oversee all functions and activities of CSTEP, including policy and program development and overseeing supportive services provided to students.
- Serve as the main point of contact with New York State Education Department (“NYSED”) and ensure the program remains compliant with NYSED guidelines. Maintain records and support data used for state and institutional programmatic reports.
- Develop, oversee and manage program budget.
- Perform regular assessment of program outcomes, student satisfaction and retention. Implement changes and improvements as necessary.
- Work with the College’s Office of Admissions to organize the recruitment process and participate in recruitment events.
- Work with the Office of Admissions and the offices of Marketing and Communications on all outgoing messaging and communications about the program
- Be the point of contact and liaison with faculty and department chairs to ensure students are receiving necessary support.
- Provide counseling to students on academic, financial, social and other matters while maintaining knowledge and sensitivity towards the academic, economic, social, cultural and other needs of CSTEP students
- In coordination with the College’s Academic Enhancement Center and Associate Dean for Student Success, Dean of Sciences, and other stakeholders, ensure CSTEP summer initiatives are offered and meet the needs of students.
- Working with the College’s Center for Student Success and Academic Enhancement Center, ensure that advising and tutoring for CSTEP students is in place and accessible.
- Working with the College’s Career Center, ensure professional development and internship availability for CSTEP students
- Represent CSTEP during College events, including, but not limited to, Open House and Parent Orientation programs.
- Represent the College at regional/state Higher Education Opportunity Program professional organizations/programs.
- Organize CSTEP student events and celebrations.
- Perform all other related duties as necessary; perform all other duties as directed.

Minimum Qualifications:

- Bachelor's degree required from an accredited program, preferably in the area of higher education, curriculum development, educational policy, counseling or related area. Master's degree preferred.
- Three to five years' experience in program administration or management, implementing and overseeing academic support services for a diverse population of undergraduate students, counseling, opportunity programs or a related field.
- Experience fiscal management and budgetary oversight.
- Experience working with students from historically underrepresented or economically disadvantaged groups.
- Proficient with the Microsoft Office Suite.
- Ability to participate in specific weekend and evening events during the academic year is required.
- Excellent communication and interpersonal skills; ability to work well with students, faculty and academic administrators.
- Culturally sensitive, caring and friendly with a deep understanding and appreciation of an inclusive multi-cultural college community and the Franciscan traditions of St. Francis College.
- An appreciation of working in an inclusive, engaging and diverse college environment.
- Ability to work with a diverse student and staff population.

About St. Francis College:

For over 150 years, the mission of St. Francis has been to provide an affordable, quality education to working class people who otherwise may not be able to attend college. We educate the whole person for a full, relational life, developing the students' talents and abilities for meaningful, fulfilling careers, as well as for collaborative, service-oriented leadership. 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. Our location in Brooklyn Heights provides a confluence of cultures and religious beliefs, mirroring our commitment to maintain and celebrate our diverse student body.

St. Francis College is strongly committed to diversity and inclusion on our campus and all qualified applicants will receive consideration without regard to age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence or any other characteristic protected by law. We are an Affirmative Action, Equal Opportunity employer and we are committed to increasing the diversity of our faculty, staff, students, and the curriculum. Qualified candidates of diverse backgrounds are therefore encouraged to apply.

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