

**GRANT FUNDED POSITION**

**Faculty Position Title: Vector Network Program Associate**

**Organizational Unit:**

Diversity Education &  
Support Services

**Reports to:**

Associate Vice President for Student  
Affairs/Chief Diversity Officer

**Approved by:**

Board of Trustees  
October 21, 2021

**SUMMARY**

This position supports a segment of the Vector Network Program. The Vector Network Program supports student success for first-year, traditional age, low-income, college/near college-ready students. The Program Associate will support a cohort of students enrolled in the 5-week Summer Institute. This position collaborates with the Coordinators of Diversity Education and Support Services support Student Engagement Team initiatives, Vector Network Advisory Group, associated faculty, and staff across the campus to offer intentional programming for students.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Develops supportive educational relationships with students enrolled in the Vector Network Program and Louis Stokes Alliance cohort in collaboration with faculty mentors, program staff.
2. Provides guidance and referrals to help develop the skills and habits necessary for academic, personal, and social success at the College.
3. Responsible for collaborative design, implementation, and assessment of learning-centered Summer Institute.
4. Provide timely and relevant support services for students enrolled in Vector Network Umbrella Programs to promote a strengths-based student development approach to increase academic momentum, integration, and a sense of belonging.
5. Communicates regularly with associated department faculty and staff to support student success and involvement in program activities.
6. Assists with the coordination of programming on and off-campus.
7. Collaborates with Admissions, Financial Aid, Marketing, and other college departments to develop marketing and communications for prospective program students.
8. Assist with maintaining progress records for Vector Network umbrella program students; prepare and present reports regarding the program.
9. Co-supervises and co-delivers training for the Peer Mentors supporting students enrolled in Vector Network Umbrella Programs.
10. Maintains best practices regarding student development theory, academic program requirements, financial aid eligibility requirements, academic standards, college and community resources, and college policies and procedures.

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11. Assures the efficient use of material resources by assessment of program needs, development of budget recommendations, and management of the program within the budgetary constraints imposed by the College.
12. Demonstrates cultural competency skills and a commitment to equal opportunity and success for all students, regardless of possible barriers including, but not limited to, race, gender, socio-economic class, culture, ability, or life experience.
13. Serves on various college committees and performs other related tasks as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's degree. Ability to work weekends and evenings as required. Ability to legally operate 10 passenger van in New York State.

**DESIRED QUALIFICATIONS**

Bachelor's degree a minimum of one year of experience in student affairs/student service role, providing support services to students in a post-secondary environment. Experience coordinating support programs for students enrolled in STEM academic programs.