
Job Title	Program Coordinator
PVN ID	LE-2404-006260
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Center for School/College Collaboratives
Status	Full Time
Annual Salary	\$60,000.00 - \$63,000.00
Hour(s) a Week	35
Closing Date	Jul 01, 2024 (Or Until Filled)

General Description

Science Technology Entry Program is a New York state funded initiative to increase the number of historically underrepresented and economically disadvantaged students prepared to enter college, and improve their participation rate in mathematics, science, technology, health-related fields, and the licensed professions. To achieve academic and institutional excellence, we actively recruit, engage, and retain students, faculty, staff, and community partners who represent the diversity of our region, nation, and world.

Reporting directly to the Director of STEAM Educational Programs, the Program Coordinator, in collaboration with the school, faculty, and staff, is responsible for providing, organizing and implementing services and activities related to STEP at partnering schools.

Other Duties

- Must be able to work Saturdays, after-school hours and some evenings
- Work closely with the Director to:
 - Organizing enrichment opportunities for students
 - Creating and tracking program budgets
 - Oversee and monitor the recruitment and retention of student participants
 - Assessment of services and program activities
 - Collaborate with College departments for joint programming
- Essential duties include recruitment, outreach, networking, planning and implementation, data collection and tracking, advisement, and essential communication duties
- Assist the Deputy Director of Operations with the following NYSED Requirements:
- Assist with data collection, and reporting
- Overseeing student experiences and records for compliance
- Coordinate program-wide activities, including Summer Bridge, internships, conferences, field trips, Saturday College, and tutoring

- Serve as STEP Liaison to school administrators, teachers and counselors
- Travel with, transport, or help chaperone STEP students on field trips, conferences and college tours
- Supervise Tutors and Enrichment Educators
- Coordinate the high school to college activities
- Oversee and assist with the direct services provided to student
- Attend local, regional and state STEP conferences and meetings
- Contributes to, supports, and maintains an equitable, inclusive, and collaborative College environment

Qualifications

- Earned bachelor's degree or higher in Education, STEM discipline, or related field from a regionally accredited higher education institution
- Bilingual (English/Spanish)
- Demonstrated success with and commitment to supportive and inclusive environment, including infusing diversity and inclusion in student activities
- Proven successful advisement and mentoring experience
- Experience with developing and implementing curriculum
- Experience and knowledge with community outreach and partnerships
- Ability to travel locally on a regular basis
- Minimum of two years' experience in a supervisory position
- Experience working with community organizations and external partners
- Experience working in a STEM field/licensed profession or on a STEM related project
- Two years' experience working with middle and/or high school students in educational environments
- Minimum of three years of running youth programs
- Pass the NYS Fingerprinting Clearance