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<b>Job Title</b>	Program Coordinator
<b>PVN ID</b>	BK-1608-001309
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	Center for Achievement in Science Educat
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$39,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 09, 2016 (Or Until Filled)

## General Description

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Brooklyn College, a comprehensive college and part of the City University of New York, seeks a **Program Coordinator** for our Collegiate Science and Technology Entry Program (CSTEP), a New York State funded program. At Brooklyn College, CSTEP administrators help underrepresented students reach their goals of pursuing careers in STEM and licensed professions. We focus on helping students to become their strongest self-advocates. We achieve this goal by providing services that will equip our students with the skills required to take charge of their academic, personal, and professional development as students and future professionals. Some of our support services include, but are not limited to:

- Individual and group advising structured around individual development plans for each student
- Academic support
- Assistance in identifying and securing research and internship opportunities
- Professional and personal development workshops and activities

Brooklyn College CSTEP is looking for a responsible, enthusiastic, and creative team member to work with our Director and Assistant Director meet program goals. The Program Coordinator will work extensively with CSTEP students, offering sound academic and career advising, organizing and supervising program activities, recruiting potential CSTEP students, and fostering community building among students.

Brooklyn College's CSTEP is an integral part of the Center for Achievement in Science Education (CASE). As such, the Program Coordinator coordinates activities and events with other externally-funded programs, as well as helping to maintain strong relationships with college offices, departments, and centers.

## Other Duties

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### Duties and Responsibilities:

- Recruit students to CSTEP, including incoming freshmen and transfer students
- Provide academic and career advisement of students at the undergraduate and graduate level
- Plan and execute relevant CSTEP activities and workshops to assist students in achieving academic and professional success
- Support students seeking research and internship opportunities in their fields of interest
- Track professional outcomes of CSTEP students and help maintain the CASE Access database
- Assist in assessing current and future activities and workshops and recommend improvements
- Identify potential barriers and provide solutions accordingly
- Perform duties as assigned to ensure program success

## Qualifications

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### **Background, Skills, and Abilities (Required)**

- Bachelor's degree in a STEM field is a must, Master's degree is a plus
- Strong verbal and written communication skills
- At least one year of experience in program administration, ideally in undergraduate STEM or enrichment programs
- Experience and demonstrated success in working effectively with underrepresented and low-income students
- Strong computer skills in all components of Microsoft Office Suite
- A strong commitment to the goals of the CSTEP program

Salary and benefits: This is a multi-year, full-time position with good benefits from the Research Foundation of CUNY with a salary commensurate with experience. The position is at Brooklyn College.

The position is available immediately. To apply, please provide a cover letter, resume, and the names of three references.