

Job Title	Academic Coordinator
PVN ID	BK-1712-002265
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	Educational Talent Search, TRIO
Status	Full Time
Annual Salary	\$39,000.00 - \$41,000.00
Hour(s) a Week	35
Closing Date	Feb 19, 2018 (Or Until Filled)

General Description

The Academic Coordinator will be responsible for developing and implementing comprehensive academic enrichment components, including after-school tutorials, SAT/ACT preparation workshops and courses, college entrance examination preparation, and a summer enrichment program. The Academic Coordinator will have the responsibility of providing counseling services for the caseload of Talent Search students from non-target schools. Specific areas of responsibility are:

Duties and Responsibilities:

1. Coordinate and implement administrative functions and service delivery for the academic enrichment components (PSAT/SAT/ACT, NYS Regents Examinations, & financial literacy skills)
2. Research, develop, and teach academic workshops
3. Responsible for recruitment/vetting of volunteer tutors
4. Maintain ongoing assessment of academic enrichment components
5. Provide direct counseling services to the students and parents of non-target school participants
6. Intake and assess potential participants' applications and income eligibility
7. Plan and participate in, trips, presentations, and other Talent Search activities
8. Contribute to development of program related publications
9. Maintain administrative project records as required by EGDAR
10. Prepare reports and correspondence
11. Assist Project Director, as needed

Report To: Talent Search Project Director

All applicants must submit a coverletter and resume in order to be considered for this position.

Other Duties

Qualifications

Qualifications:

- A Bachelor's Degree in education, counseling, or a related field; Master's Degree preferred
- Working knowledge of SAT and other standardised tests
- 2 years of experience working in a secondary, postsecondary or education-related institution
- Experience in coordinating tutoring programs preferred

- Teaching and curriculum planning experience
- Experience in individual and group counseling
- Experience working with members of traditionally underrepresented groups
- Knowledge of quantitative and qualitative data collection and analysis
- Excellent verbal and written communication skills and interpersonal skills
- Proficient knowledge of PC and Windows Applications (e.g.: Word, Excel, Power Point)
- Records management skills

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