



<b>Job Title</b>	College Readiness Specialist
<b>PVN ID</b>	BM-1711-002200
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Upward Bound/ OAA
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$33.00
<b>Hour(s) a Week</b>	33.00
<b>Closing Date</b>	Dec 01, 2017 (Or Until Filled)

## General Description

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Upward Bound is seeking a Workshop Leader to work in a classroom setting to ensure student success throughout the academic year.

The College Readiness Workshop Leader will work with Upward Bound students in small groups to prepare them for the college admissions process including; college search, college essays, college applications, etc. for city, state, private colleges and universities.

Candidates must be highly motivated, patient and energetic.

Hours: 2-4 hours per week, weekdays 4:00-6:00pm

Other: This is a grant related program, part-time opportunity available during the academic semester.

All interested candidates please forward your resume to:

Oriel Straker, Director, email: [ostraker@bmcc.cuny.edu](mailto:ostraker@bmcc.cuny.edu)

## Other Duties

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Responsibilities: Provide weekly group review sessions with students in preparation for college application & admission process.

## Qualifications

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Qualifications: Candidate must have a BA, MA preferably with knowledge and or familiarity with College

Readiness experience.