
Job Title	Assistant Program Coordinator - Conexi3nes & Connections Pro
PVN ID	BM-2102-003856
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Student Affairs
Status	Full Time
Annual Salary	\$60,921.00 - \$71,112.00
Hour(s) a Week	35
Closing Date	Apr 30, 2021 (Or Until Filled)

General Description

Assist in managing the Conexi3nes & Connections Program, including assisting with the planning, facilitation, and assessment of the outreach, recruitment, orientation, advising, registration, and support activities of the program. This is a grant funded position through the U.S. Department of Education under the Title V- Strengthening Hispanic Serving Institutions initiative.

- Respond to the needs of Conexi3nes & Connections Program students by implementing intervention strategies to support their personal and academic success.
- Serve as a program consultant to campus colleagues for students' academic and behavioral cases.
- Develop and conduct workshops and seminars for psycho-educational, social, and academic issues.
- Implement and assess academic and co-curricular initiatives to support these students and assess student learning, particularly students' development of co-curricular competencies.
- Effectively manage data to identify trends and verify the retention and graduation status of students in the program, and conduct completion-focused outreach.
- Implement consistent and effective assessment practices to refine the area's programs and prepare program reports each semester.
- Collaborate with partnering campus offices to ensure coordination of wraparound services, specifically the Counseling Center and the Center for Career Development.
- Edit, update, and expand the presence of the Conexi3nes & Connections Program on the College's website and through social media platforms.
- Represent Conexi3nes & Connections Program at college-wide events such as orientations, outreach, and retention initiatives.
- Provide students with excellent customer service both in person through the college's platforms for distance learning and services.
- Some evening/weekend hours are required.
- Other duties as assigned.

Other Duties

Qualifications

- Master's degree in, Student Personnel Administration, Higher Education, Social Work, Counseling or a related field required.
- Must be fully bilingual with fluency in English and Spanish (reading, writing, and speaking).
- Experience with current higher education practice, theory, and research preferred.
- Knowledge of best practices in student success program implementation, with an emphasis on research, assessment, and data-informed decision making.
- Established record of successful implementation of student programs for a diverse student population and successful college-wide collaborations preferred.
- Must possess strong interpersonal, oral, and written communication skills, with attention to detail and proven leadership.
- Be a dynamic individual who can work independently and under general supervision to provide courteous and accurate customer service to all students, visitors and campus community.
- Proficiency in Microsoft Office Suite (including Excel functions), student databases, social media, Blackboard, Zoom and Adobe Photoshop a plus.