
Job Title	CTE Accessibility Student Support Coach
PVN ID	BM-2103-003944
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Office of Accessibility
Status	Full Time
Annual Salary	\$45,000.00 - \$47,000.00
Hour(s) a Week	35
Closing Date	Jun 17, 2021 (Or Until Filled)

General Description

The Career and Technical Education (CTE) Accessibility Student Support Coach reports to the Office of Accessibility (OA) Manager or designee. The Office of Accessibility collaborates with and empowers students who have disabilities in order to coordinate support services, reasonable accommodations, and programs that enable equal access to education and college life. The CTE Accessibility Student Support Coach works with a caseload of CTE students to provide academic and emotional support and collaborates with the OA staff for the unified goal of successful student retention/completion.

Other Duties

Qualifications

Core Competencies:

- Assist with planning and providing a comprehensive program of services for CTE students with disabilities. Develop and review individual educational plans that incorporate individually designed academic support services and accommodations within the guidelines of the ADA. Offer transition services for college students.
- Provide guidance and advisement to student organizations, administrators, faculty and others on concerns and issues regarding disabilities. Interact with counselors, disability accommodations specialists, and external community organizations to maintain a broad inventory of available services and resources.
- Coordinate and conduct study skill workshops on various topics that are reflective of students' individual learning skills and disabilities. In addition, assist the Office of Accessibility Manager with the development of workshops aimed at improving retention and graduation rates for CTE students with disabilities.

- Coordinate a peer mentorship program that connects BMCC graduates of CTE majors with current OA/CTE students.
- Serve as a resource and provide training as needed for staff in the areas of learning development, learning strategies and identification of different learning styles.
- Produce reports and feedback for internal and external constituents.
- Participate in campus-wide student outreach and support activities such as orientation, registration, commencement, and other college-wide events.
- Participate in trainings and professional development activities.
- Liaise with high school special education programs, promoting CTE majors at BMCC.
- Track CTE students and assist in completing Perkins Grant reports.
- Perform other related duties as assigned.

Qualifications:

- A Bachelor's degree in counseling or related field is required **plus** four (4) or more years of work experience with a diverse college student population; at least two (2) years of experience working specifically with students with disabilities. Experience with higher education practice, theory, and research preferred. Also, knowledge of best practices, with an emphasis on research, assessment, and data-informed decision making.
- The ideal candidate must possess excellent interpersonal, oral, and written communication skills with attention to detail and proven leadership experience. Also, be a dynamic individual who can work independently and under general supervision to provide courteous and accurate customer service to all students, faculty, staff, and visitors of diverse backgrounds.
- Proficiency with Microsoft Office Suite, managing social media, and designing promotional and informational materials is required.
- Ability to effectively work remotely as well as in-person.
- Comfort and confidence in learning rising computer software programs and systems as needed.
- Must be available to work evenings and weekends as necessary.

This is a grant-funded position through the Perkins Grant.