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| <b>Job Title</b>      | IMPACT Peer Mentoring Coordinator |
| <b>PVN ID</b>         | BM-2104-003966                    |
| <b>Category</b>       | Managerial and Professional       |
| <b>Location</b>       | BOROUGH OF MANHATTAN C. C.        |
| <b>Department</b>     | Office of Student Affairs         |
| <b>Status</b>         | Full Time                         |
| <b>Annual Salary</b>  | \$45,000.00 - \$47,000.00         |
| <b>Hour(s) a Week</b> | 35                                |
| <b>Closing Date</b>   | Jun 17, 2021 (Or Until Filled)    |

## General Description

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The Office of Student Affairs fosters and supports the success of Borough of Manhattan Community College (BMCC) students by providing programs, services and opportunities, both inside and outside the classroom, designed to enhance the intellectual, emotional and social growth of a diverse student body.

Reporting to the Dean for Student Affairs or designee, the IMPACT Peer Mentoring Coordinator is a key member of the cross-departmental plan dedicated to coordinating student peer mentoring programs. Aligned with the goals for the Perkins grant to work with students in Career and Technical Education (CTE) programs, the IMPACT Peer Mentoring Coordinator will work within the Office of Student Affairs as part of the IMPACT Peer mentoring program.

## Other Duties

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## Qualifications

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### Core Competencies:

The IMPACT Peer Mentoring Coordinator will be responsible for assisting in creating peer mentoring programs for participating CTE programs for first semester students. The coordinator will:

- Develop a standardized mentoring experience (including but not limited to recruiting and training, mentors and mentees) across all CTE programs. An important part of this will include working with program faculty to build unique elements within each program to meet its needs.
- Collaborate with faculty, staff, academic support services, and student support services to enhance the persistence, retention, and success of students in CTE programs through various means such as social activities, face-to-face contacts, and online platforms.

- Oversee the daily activities of the CTE peer mentoring program including the program-specific mentors.
- Develop protocol and guidelines detailing roles, rules, and expectations of program participants.
- Collaborate with the Office of Accessibility to establish a mentoring program for students with disabilities.
- Establish short and long-term goals for the program with the CTE faculty.
- Implement a system to monitor program outcomes and mentor/mentee contact.
- Conduct bi-weekly discussion groups with mentors to address any issues/concerns in mentor/mentee relationships.
- Provide monthly trainings/workshops on specific topics identified by mentors.
- Develop electronic and paper resource guides for mentors and mentees.
- Implement an assessment and survey program that will evaluate learning outcomes and best practices.
- Participate in trainings and professional development activities.
- Track CTE students and assist in completing Perkins Grant reports.
- Support and assist on projects for the Office of Student Affairs and major college-wide events such as commencement, orientation, registration, honors convocation and various campus committees related to CTE students.
- Perform other related duties as assigned.

#### **Qualifications:**

- Bachelor's degree required. Master's degree in student personnel administration, higher education, or a related field preferred.
- Knowledge of current and best practices in student success with a focus on student persistence and retention, especially for community college students with an emphasis on research, assessment and data-informed decision-making
- Possess an understanding of the cultural, social, and educational needs of a multi-ethnic campus community with successful implementation of programs for a diverse student population, and evidence of successful college-wide collaborations
- Strong oral/written communication and interpersonal skills with attention to detail and proven leadership skills
- 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 both in-person and electronically, in a fast-paced, deadline-driven environment
- Proficiency in Microsoft Office Suite and Social Media
- Ability to work evening hours and weekends as necessary

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