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| <b>Job Title</b>      | CTE Academic Success Specialist |
| <b>PVN ID</b>         | BM-2104-003977                  |
| <b>Category</b>       | Managerial and Professional     |
| <b>Location</b>       | BOROUGH OF MANHATTAN C. C.      |
| <b>Department</b>     | Learning Resource Center        |
| <b>Status</b>         | Full Time                       |
| <b>Annual Salary</b>  | \$42,000.00 - \$46,000.00       |
| <b>Hour(s) a Week</b> | 35                              |
| <b>Closing Date</b>   | Jul 16, 2021 (Or Until Filled)  |

## General Description

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The Learning Resource Center (LRC) provides academic support services to meet student learning needs while strengthening their academic skills. These services are designed to afford them the opportunity to complete their coursework successfully and increase the likelihood that they will be retained, persist and graduate. To this end, the LRC provides a variety of learning assistance services designed to supplement the classroom experience including Peer Assisted Learning (PAL), Supplemental Instruction (SI)/Tutoring, instructional computer lab services, academic coaching and digital/instructional materials to students in-person and online.

Under the supervision of the Director of the Learning Resource Center or designee, the Career and Technical Education (CTE) Academic Success Specialist will provide training, support and assistance to academic coaches, PAL/SI leaders and tutors, students, faculty and staff.

## Other Duties

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## Qualifications

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### Core Competencies:

- Facilitate PAL Leader and tutor training sessions
- Facilitate study skills and online success workshops for students
- Develop instructional materials
- Supervise CTE PAL Coaches, College Assistants and Federal Work Study students
- Design coach training and assist with coaching early alert students (Connect2Success)
- Provide career development, occupational, labor market, non-traditional career, and postsecondary information
- Promote the integration of career research and work-based learning opportunities into CTE and academic courses
- Represent the LRC at college-wide student and faculty orientations
- Assist with Academic Warning Forms
- Assist with supervision of PAL and SI program
- Design framework for Academic Coaching
- Responsible for growth and outreach of the LRC throughout campus
- Monitor remote and online CTE student inquiries; maintain the LRC email account
- Participate in trainings and professional development activities.
- Track CTE students and assist in completing Perkins Grant reports.
- Perform other duties as required

### Qualifications:

- A Bachelor's degree in education or a related field **and** two (2) years of experience in a higher education academic support or related program required
- Master's degree in education or a related field preferred
- The ideal candidate must possess excellent interpersonal, oral, and written communication skills with attention to detail. 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.
- Some weekend and remote assistance required

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