



Job Title	CTE Academic Support Specialist
PVN ID	BM-2201-004514
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Learning Resource Center
Status	Part Time
Hourly Rate	\$32.00-\$40.00
Hour(s) a Week	20.00-32.00
Closing Date	May 22, 2022 (Or Until Filled)

General Description

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.

Reporting to the Academic Resource Center Tutorial Manager or designee, the successful candidate will provide support and assistance to CTE PAL leaders and tutors, students, faculty and staff.

Other Duties

Qualifications

Core Competencies:

Responsibilities include the following:

- Assist with the recruitment, selection, training, and supervision of all CTE PAL personnel
- Supervise PAL supervisors, leaders, tutors, College Assistants and Federal Work Study students
- Coordinate the planning and conducting of periodic needs assessments related to course selection offering for the CTE programs
- Assist with training PAL leaders and tutors according to established guidelines and standards
- Manage CTE class visits, student outreach, and workshops
- Provide in-service experiences, consultations, and learning strategy sessions for SI leaders

- Create materials, forms, and handouts available to SI leaders that explains the program to students
- Participate in trainings and professional development activities
- Track CTE students and assist in completing Perkins Grant reports
- Perform other related duties as assigned

Qualifications:

- A Bachelor's degree in education or a related field **and** two (2) years of experience in a higher education academic support program or related program required
- Master's degree in education or a related field preferred; and can also substitute for one (1) year experience.
- 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.
- Knowledgeable in the Microsoft Office Suite and social media preferred.
- Ability to effectively work remotely as well as in-person.
- Some weekend/off-site hours maybe required; flexibility required.

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