
Job Title	Project Coordinator - CUNY in the Heights
PVN ID	BM-2302-005440
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Center for Continuing Education/CUNY in
Status	Part Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	0.00
Closing Date	May 23, 2023 (Or Until Filled)

General Description

BMCC seeks a skilled Project Coordinator Continuing Education & Workforce Development. The Project Associate will report to the Director of Programs and Special Projects.

The Project Coordinator will manage allied health and tech programs under the grant funded and tuition-based projects for CUNY in the Heights location. She/he will assist with program coordination including, marketing programs, information sessions and recruitment, tracking participants' training and results, facilitate with life skills workshops, coordination of course curriculum, schedules, student handbook, orientation sessions and assessment.

Major Responsibilities:

- Manage courses; submit timesheets for payroll, submit paperwork for purchase orders and hiring of instructors.
- Work with other Program Managers to replicate and implement processes for programs at CITH
- Conduct student in-take process, including the administration of self-assessment and performance instruments as needed
- Target outreach and recruitment using social media and email blasts
- Coordination of technology and Allied Health open houses, course descriptions and write-up for marketing; CE website, program fliers and catalogue.
- Conduct Facilitator led Virtual Info Sessions
- Use digital on-line tools to collect student documentation.
- Create training program folders and labels for accepted individuals
- Generate student letters/emails of rejected and accepted; track rosters and update accordingly
- Update student handbook and distribute in accordance with respective courses.
- Conduct Student Orientation on the first day of classes.
- Collect attendance and
- Conduct Midterm Progress Meetings
- Prepare certificate of completion

- Distribute and collect student and program surveys
- Assist the Director with miscellaneous administrative duties, including, faxing, copying, calendar management, screening calls, generating reports, typing memos, correspondences, filing, student registration/open houses, statistical data of enrolled participants and various required student paperwork and presentations.
- Other administrative duties as required by the Director or Program Manager(s) of this project.

Other Duties

- May administer high stakes exams. TABE
- Deal with large numbers of examinees, (200 -500) throughout the year.
- Ensure that identification, admission, seating, and monitoring of examinees
- Prepare testing materials and exam rooms prior to examinees arrival, and monitor the conduct of examinees during the testing periods.
- Conduct testing for long distance learning.
- Coordinate with institutions to ensure examinations are available at the needed time.
- Assist with front desk operations and/ or other miscellaneous requests as needed
- Other duties as assigned by dean, director, program director

Qualifications

- Associate Degree required.
- Bachelor's preferred in a related field from an accredited institution, and no fewer than six years (6) of related progressively responsible professional experience of which three years (3) will be administrative support/ program coordination experience.