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<b>Job Title</b>	CTE Database Coordinator
<b>PVN ID</b>	BM-2303-005517
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Learning Resource Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$44,000.00 - \$46,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 31, 2023 (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) Database Coordinator will be responsible for supporting CTE students, faculty, peer-assisted learning (PAL) leaders and tutors. The CTE Database Coordinator will also provide technical assistance for students within Special Populations, all Learning Assistance Programs and will provide maintenance, support and supervision of all databases within the Learning Resource Center (LRC) CTE tutorial lab areas.

## Other Duties

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## Qualifications

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Responsible for the maintenance, support and supervision of all CTE Labs and data collection as well as:

- Maintain a learning assistance database designed to monitor CTE student attendance records, registration, academic coaching and instructional computer lab services. Monitor & track CTE students in special populations
- Ensure that CTE tutors and CTE technical assistants have the necessary training and materials to

improve student participation and earn student certifications

- Maintain (COVID-19) safety standards that conform to state and federal regulations and develop a program of preventive safety for CTE related equipment, CTE labs and workshops
- Ensure that security measures are in place to protect students, staff, supplies, equipment in CTE labs and workshops
- Supervise LRC CTE Technical Assistants, College Assistants and Federal Work Study students
- Work closely with the LRC Instructional Computer Services Manager as needed
- Collaborate with tutorial directors and supervisors from other Academic Support Service Programs
- Serve as a liaison to CTE academic departments for the enhancement of collaboration and programming
- Prepare CTE data for measurement & analysis to assist in completing Perkins Grant reports.
- Generate weekly, quarterly, annual reports and other documents as needed
- Provide ongoing database maintenance and security updates as needed
- Stay abreast with the latest technologies as it relates to assigned tasks
- Cross-reference database records against paper records or contact people who can verify the accuracy of specific data
- Assist with staff training. Develop instructional training materials
- Assist with special programs and day-to-day operation of the LRC
- Participate in trainings and professional development activities.
- Perform other duties as required

#### **Qualifications:**

- Bachelor's degree **and** a minimum of two (2) years supervisory experience required
- Learning Center or CTE experience preferred
- Must be detailed-oriented, organized, flexible, work in a team remotely and in-person
- 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.
- Proficient with databases and computers. Knowledge of latest OS platforms and MS Office products
- Some evenings, weekends and remote assistance required

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