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<b>Job Title</b>	CTE Accessibility Resource Mentor, Business
<b>PVN ID</b>	BM-2402-006135
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Office of Accessibility
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$30.00-\$35.00
<b>Hour(s) a Week</b>	5.00-19.00
<b>Closing Date</b>	May 15, 2024 (Or Until Filled)

## General Description

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Borough of Manhattan Community College (BMCC) is now the largest college in the City University of New York system, with more than 20,000 students, and is the first community college in Manhattan. BMCC's mission: BMCC is a diverse teaching and learning community committed to advancing equity and the intellectual and personal growth of students. Working to strengthen a culture of care inside and outside the classroom, we share a passion for learning with students from around the world. We strive to increase degree completion, successful transfer, career achievement and service and leadership within our community, New York City, and beyond.

The Office of Accessibility at BMCC is recruiting to fill a CTE (Career and Technical Education) Accessibility Resource Mentor, Business position as part of the College's Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (formally known as the Perkins grant).

The BMCC Office of Accessibility is seeking a CTE Accessibility Resource Mentor, Business with interest and knowledge around disability and ADA-related issues within the Business industry. The right candidate will provide guidance to faculty about reasonable accommodations for individuals within the Business industry.

This part-time temporary position is available in a hybrid format with some hours worked on-site on BMCC's main campus and others completed virtually (Zoom).

## Other Duties

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Provide guidance to faculty about reasonable accommodations for individuals within the Business industry cluster by way of the following activities:

- Hold weekly office hours (in-person and virtual) for faculty drop-in meetings.
- Advertise their availability to faculty to speak at any departmental or other small group meetings that are

related to their industry cluster, including the following CTE majors: Business Administration, Business Management, Small Business/Entrepreneurship, Public and Non-profit Administration, Financial Management, Digital Marketing.

- Contribute content to disability awareness trainings.
- Remain up to date on disability issues within the Business industry.

## Qualifications

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- Associate's or Bachelor's degree a minimum of two (2) years work experience in any of the following majors within their industry cluster (Business Administration, Business Management, Small Business/Entrepreneurship, Financial Management, Digital Marketing)
- Understanding of the Americans with Disabilities Act and its applications to higher educational settings and the workplace.
- Ability to develop and deliver presentations.
- Ability to maintain confidentiality and discretion as needed.

### **Preferred Qualifications:**

- Some graduate-level study related to one of the majors listed in the "Qualifications" section.