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<b>Job Title</b>	CTE Academic Support Specialist
<b>PVN ID</b>	BM-2502-006688
<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>	\$56,447.00 - \$62,411.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 31, 2025 (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 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 Director or his/her designee, the successful candidate will provide support and assistance to Career and Technical Education (CTE) Peer-Assisted Learning (PAL) leaders and tutors, students, faculty and staff. The LRC is recruiting to fill the CTE Academic Support Specialist position as part of the college's Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (formerly known as the Perkins Grant).

## Other Duties

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- 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 PAL leaders
- Create marketing materials, forms, and handouts for PAL 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

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- 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 365, Zoom and social media preferred.
- Ability to effectively work remotely as well as in-person.
- Flexibility within the LRC's normal hours of operation is essential.

**Hours:** Evening and weekend hours are required; based on a 35-hour work week