
Job Title	STEP Assistant Coordinator
PVN ID	BM-2505-006829
Category	Administrative Services
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Affairs/ Office of Research
Status	Full Time
Annual Salary	\$50,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Jul 05, 2025 (Or Until Filled)

General Description

The STEP Assistant Coordinator supports program operations through staff scheduling, training coordination, data management, and administrative tasks. This role ensures effective coverage and contributes to the smooth execution of events, student services, and reporting. The Assistant Coordinator also helps maintain communication, track progress, and support staff development in alignment with program goals.

Other Duties

- Develop and manage staff schedules and maintain program coverage
- Review class syllabi and outcomes to assess program effectiveness
- Coordinate and support staff training, meetings, and performance metrics
- Plan and organize at least one college visit and two annual trips for students
- Conduct outreach and coordinate mid-scale events with parents and schools
- Validate STEP application and report data
- Monitor student attendance and support logistics around class transfers
- Assist with student ID creation, security lists, and administrative tasks
- Facilitate collaboration between STEP and CSTEP through joint workshops
- Lead bi-weekly instructor meetings and support regional and annual conferences
- Help organize the BMCC Annual Research Symposium and Office of Research activities
- Track student progress in KAPLAN learning tools
- Attend STEP Regional meetings
- Other duties as assigned

Qualifications

- Bachelor's degree in a STEM field or 2+ years in education, curriculum design, or related work
- Minimum 2 years of supervisory experience
- Strong background in STEM and inclusive education
- Experience working with diverse student populations
- Community outreach and partnership development experience
- Skilled in organizing multi-faceted programs and subgroups
- Proven success in student advisement and mentoring
- Ability to work independently and collaboratively to meet goals