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| Job Title | CSTEP Coordinator - BMCC |
| PVN ID | BM-2505-006830 |
| Category | Administrative Services |
| Location | BOROUGH OF MANHATTAN C. C. |
| Department | Academic Affairs/ Office of Research |
| Status | Full Time |
| Annual Salary | \$60,000.00 - \$60,000.00 |
| Hour(s) a Week | 35 |
| Closing Date | Jul 05, 2025 (Or Until Filled) |

General Description

CUNY Borough of Manhattan Community College (via RFCUNY) seeks a full-time Coordinator for the Collegiate Science and Technology Entry Program (CSTEP) to work with historically underrepresented students in STEM majors. The CSTEP Coordinator will work with the Principal Investigator to ensure that all program contract requirements are satisfied, student enrollment is maintained, and student service provision is effective and in accordance with the grant. The coordinator will provide personal development, academic, pre-professional, and financial aid counseling to an assigned caseload of students. The coordinator will also assist students in their preparation for internships, research opportunities, and post-graduation plans. They will take the lead in coordinating program components related to the CSTEP mentor and tutoring programs and serve as the primary liaison for the CSTEP Advisory Board. The CSTEP Coordinator will assist with the planning and implementation of group services, including, but not limited to, workshops, special events, and the implementation of the pre-freshman summer orientation program. Other responsibilities may be assigned by the Program Director or the department Executive Director, as appropriate.

Other Duties

- Recruit and assess eligibility of new CSTEP students
- Provide individual and group counseling on academic, personal, and career development
- Oversee tutoring programs: recruit, train, and supervise peer/professional tutors
- Coordinate mentoring efforts and serve as liaison to the CSTEP Advisory Board
- Plan and lead workshops, field trips, and special events (including summer orientation)
- Collaborate with campus departments to deliver comprehensive student support
- Facilitate research placements and post-graduation planning
- Attend occasional evening or overnight events as required
- Other duties as assigned

Qualifications

Minimum Qualifications:

- Bachelor's degree (preferred)
- At least 3 years of experience coordinating student support programs
- Experience working with culturally diverse college students
- Strong communication, organization, and time management skills
- Proficiency with Microsoft Office and social media platforms
- Passion for student development and equity in education
- Ability to work collaboratively with faculty and community stakeholders.
- Creative, adaptable, and self-motivated