

Job Title	Mentoring Coordinator - Urban Male Leadership Academy
PVN ID	BM-2508-006990
Category	Managerial and Professional
Location	BOROUGH OF MANHATTAN C. C.
Department	Academic Affairs - Urban Male Leadership
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Oct 25, 2025 (Or Until Filled)

General Description

The Urban Male Leadership Academy (UMLA) at Borough of Manhattan Community College is dedicated to increasing the enrollment, retention, and graduation rates of groups severely underrepresented in higher education, particularly men of color. UMLA is open to all BMCC students and recent alumni.

The UMLA Mentoring Coordinator plays an essential role in cultivating an environment where students receive the guidance and support they need to excel academically and personally. This position focuses on organizing, developing, and enhancing the UMLA mentoring programs, connecting students with mentors and fostering relationships that empower young men to reach their fullest potential.

The Mentoring Coordinator will be responsible for recruiting, training, and supporting both mentors and mentees, ensuring that each pairing thrives through effective communication and goal-setting. They will coordinate mentorship workshops, networking events, and enrichment activities designed to develop leadership skills and encourage professional growth. The Mentoring Coordinator will also collaborate closely with faculty, staff, and community partners to create meaningful opportunities that address the unique needs of UMLA participants.

By fostering strong connections and providing individualized guidance, the UMLA Mentoring Coordinator helps shape a transformative educational journey, preparing students not only for success at BMCC but also for their future academic and career endeavors.

Other Duties

Management of the BMCC UMLA Each One Reach One Program: Functioning as one of the largest mentoring initiatives within CUNY, the Each One Reach One program at BMCC harnesses an extensive network of peer and faculty mentors to support hundreds of student mentees. This program is distinguished by its comprehensive structure, fostering deep connections and sustained growth among participants through

purposeful engagement and guidance.

Mentor Training: Organize and lead training sessions and workshops for mentors, equipping them with strategies to effectively support UMLA students. Coordinate networking opportunities to foster meaningful connections between mentors and mentees. Manage all logistical aspects, including event scheduling, speaker arrangements, and preparation of training materials.

Recruitment: Cultivate an inclusive and welcoming environment within the BMCC community. Lead the planning and execution of activities and events that foster connection and engagement among UMLA/BMCC students. Serve as the primary point of contact, bridging communication between students, faculty, and administration to ensure a cohesive and supportive experience for all involved.

Technology: UMLA utilizes the Mentor Collective software program to track mentor-mentee relationships and measure outcomes. In addition to overseeing this system, the Mentoring Coordinator will act as a technology liaison, facilitating clear communication and collaboration among students, faculty, and vendors. This role includes troubleshooting issues, coordinating updates or training, and ensuring the platform is used effectively to support mentor and mentee engagement.

Program Development: Create and run UMLA programs that foster student leadership, academic achievement, and growth. Work with faculty and staff to ensure programs match academic goals and student needs.

Student Support: Provide comprehensive academic and personal advising to UMLA students, ensuring that each individual receives tailored guidance as they navigate their academic journeys and personal growth. Develop and expand mentoring networks by connecting students with dedicated faculty, staff, and peer mentors who can offer consistent support, encouragement, and direction. Facilitate regular check-ins and workshops that address academic challenges, time management, career planning, and personal development, fostering an environment where every student feels seen, heard, and empowered to reach their potential.

Marketing and Promotion: Design materials and use media to boost UMLA program visibility.

Data Collection and Reporting: Survey students for feedback, and report on engagement and outcomes. Supply stakeholders and funders with relevant data on key metrics such as retention, graduation, transfer rates, and other KPIs.

Collaboration and Partnerships: Build ties with BMCC and outside groups to expand student opportunities and fundraising.

Policy Development: Shape and enforce community policies that ensure safety and respect; resolve conflicts fairly.

Continuous Improvement: Stay updated on best practices, pursue professional growth, promote inclusion, and support underrepresented groups, especially men of color at BMCC/CUNY.

Chaperone trips and work occasional weekends or evenings.

Other duties as assigned.

Qualifications

- Bachelor's degree required; Master's degree in a related field preferred
- A minimum of two years of related experience
- Knowledge of higher education and working with underserved populations
- Excellent interpersonal, organizational, and communication skills (verbal and written)
- Strong project management skills, attention to detail, and the ability to meet deadlines
- Ability to work independently in a dynamic environment with changing priorities and multiple responsibilities
- High levels of computer literacy and familiarity with social media marketing strategies and tools
- Proficiency with Microsoft Office Suite, specifically Word and Excel