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<b>Job Title</b>	Early College Liaison
<b>PVN ID</b>	BX-2508-006997
<b>Category</b>	Administrative Services
<b>Location</b>	BRONX C. C.
<b>Department</b>	Enrollment Management
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 28, 2025 (Or Until Filled)

## General Description

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- Participates in the daily coordination of academic and administrative activities of a College's specialized academic program under management direction.
- Supports program development, student service delivery, outcome evaluation and instructor/student recruitment, enrollment, and retention.
- Recommends, implements and evaluates strategies to expand program offerings
- Prepares analytical and statistical reports for management
- Develops and maintains relationships with various College offices to improve student and faculty services
- Serves as resource expert regarding program policies and procedures
- Oversees office recordkeeping; manages updates of program web and print materials
- May supervise office operations and/or department budget

## Other Duties

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- Develop (in collaboration with the school principal & Director), administer, and monitor grant budgets for the school, including the mid-year report.
- Manage all activities related to college course-taking by high school students including setting guidelines and performance standards.
- In conjunction with faculty and staff, develop and implement programs that support overall Smart Scholars Grant goals, with particular emphasis on college-level curriculum and bridge programs that support student achievement;
- Coordinate the development of student support programs that prepare students for college-level work;
- Work with College and (Bronx High School) faculty to set explicit performance standards benchmarked to requirements for college success;
- Develop and implement guidelines and standards related to eligibility for enrollment in different types of credit courses, including potential college admission and matriculation; work with appropriate College and

CUNY staff to ensure that guidelines are consistent with University policies,

- Within the College, develop and maintain effective relations with the leaders of all academic departments and administrative offices; promote understanding and participation in Smart Scholars;
- Develop and maintain effective relations with the leadership of the (Bronx High School)
- Promote understanding and cooperation with College and community;
- Involve faculty members-both at the College and the High School-in all aspects of the Smart Scholars program;
- With the leadership of the College and the High School, foster a school climate that supports both student and staff success and promotes respect and appreciation for all students, staff and parents;
- Use program data to improve teaching, learning, and student success by monitoring essential indicators of program effectiveness;
- Arrange for the appropriate use, maintenance, and repair of all college facilities and resources by (Bronx High School) staff and students;
- Contribute to the success of the Smart Scholars Grant throughout DOE by attending meetings, submitting data, and identifying best practices;
- Other duties as assigned.

## Qualifications

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Bachelor's degree and two years' related experience are required.

Additional desired qualifications:

- Master's or advanced degree in education or relevant field highly desirable
- Teaching and/or administrative experience in the New York City Department of Education and/or secondary school(s)
- Teaching and/or administrative experience in a higher education setting
- Evidence of excellent reading/writing/thinking skills and ability to communicate
- Excellent computer skills
- Demonstrated commitment to promoting college access for all high school students Experience in program development, coordination, and management of budgets, data, and research
- Experience in working closely with parents and members of the community