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<b>Job Title</b>	CiPASS Educational Coordinator
<b>PVN ID</b>	CC-1812-002849
<b>Category</b>	Managerial and Professional
<b>Location</b>	The CITY COLLEGE of NEW YORK
<b>Department</b>	Mechanical Engineering
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 12, 2019 (Or Until Filled)

## General Description

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The Educational Coordinator (EC) collaborates in the management of externally-funded programs for undergraduates (UG) and Graduate students in Science, Technology, Engineering and Math (STEM). The Educational Coordinator specifically assists in the design, implementation and assessment of advanced educational programs for increasing retention of STEM UG students and supervises program support staff in the process.

## Other Duties

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Additionally, the EC coordinates reporting of program progress to executive levels and funding agencies, timeline execution, supervision of supporting staff, facilitates collaboration with participant faculty and staff, and the overall management of the academic programs to accomplish programs goals. The EC may also assist in the preparation of proposals to external funding agencies and donors. Excellent oral, writing and presentation skills are required, and proficient use of computer tools for management and reporting. Travel will be required.

## Qualifications

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### Core Competencies/Qualifications:

- Degree from an accredited college with a minimum of a Master's degree in Higher Education Administration, Science, Engineering, or Education in Sciences; doctoral degree is preferred.
- Experience and/or training in designing and implementing assessment programs in HighEd.
- At least Two (2) years of additional related experience preferred.

- Experience in implementing on-line educational resources is preferred.
- Excellent interpersonal and communication skills. Bilingual (English/Spanish) preferred.
- The candidate must have multi-tasking abilities and should be able to finish assigned tasks within defined timelines.
- The candidate should have the ability to be proactive and work both independently and as part of a large team
- Proficient with MS Office.

### **About the programs**

The newly founded CUNY Initiative to Promote Academic Success in STEM (CiPASS) focus on increasing the number of degrees in STEM areas at the City College of New York by: improving retention, increasing transfer of students, and infusing experiential learning in the classroom, particularly with Hispanic students. These initiatives collaborate across campus with Schools and Divisions, Departments, Academic Programs, Research Centers and Institutes.

### **How to Apply**

To apply for this position, please submit your complete resume with a cover letter and a list of professional references to <https://www.rfcuny.org/careers/>. For specific questions about the position, please contact Prof. Jorge E. Gonzalez, Director of CiPASS, [jgonzalezcruz@ccny.cuny.edu](mailto:jgonzalezcruz@ccny.cuny.edu).