



Job Title	Immigrant Student Resource Coordinator
PVN ID	CC-2311-005975
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	Learning, Leadership & Culture
Status	Part Time
Hourly Rate	\$40.00-\$40.00
Hour(s) a Week	18.00
Closing Date	Jan 12, 2024 (Or Until Filled)

General Description

The CCNY Immigrant Student Resource and Research Center (referred to as “the Center”) will support and guide immigrant students to enroll, navigate, and complete their degrees at CCNY. The Center will serve students who are undocumented, have limited immigration status, and are first-generation immigrants. The Center will be an entity within the office of the Vice President for Student Affairs and Enrollment Management at City College.

The immigrant student resource coordinator’s responsibilities are to:

- Plan events, facilitate class presentations, and conduct outreach to raise awareness about and expand services for immigrant student populations.
- Provide guidance, coaching, and advice to undocumented and immigrant students to support their success and improve the campus environment for this group.
- Research, develop, and implement resources, advocacy, and referral management for current and prospective immigrant students at CCNY; oversee resources and referral management workflow for undocumented students including referring student cases to appropriate partners.
- Assist CCNY immigrant students with processing necessary paperwork; interpret policy and coordinate financial resources (grants and scholarships, etc.) for undocumented students.
- Represent the Center at both on-campus and off-campus events.
- Assist the Center’s Director as needed.

Other Duties

Qualifications

The Center seeks someone with the following qualifications:

- Familiarity with state and federal policies and the political climate impacting undocumented students and students with mixed-status families.
- General knowledge of the principles, practices, and trends of the Student Services field, as well as knowledge of advising and academic policies and procedures.
- Familiarity with the policies, procedures and practices of CCNY and/or CUNY schools.
- Excellent ability to interpret and apply policies and procedures independently and use sound judgment and discretion to act when precedents do not exist.
- Knowledge and sensitivity of the experiences and challenges undocumented immigrants face.
- Skills that demonstrate initiative, priority setting, and independent judgment.
- Excellent writing, editing and proofreading skills to quickly and accurately produce effective emails, letters, web content, etc.
- Experience with Microsoft/Google Suite applications, like Excel, Sheets, and Forms.