
Job Title	Course Coordinator
PVN ID	CC-2508-006950
Category	Instruction and Social Service
Location	The CITY COLLEGE of NEW YORK
Department	CIPASS: WELCOME
Status	Part Time
Hourly Rate	\$16.50-\$22.00
Hour(s) a Week	15.00-18.00
Closing Date	Oct 05, 2025 (Or Until Filled)

General Description

The Research Foundation of The City University of New York (RFCUNY) is seeking a Course Coordinator to support the planning, implementation, and management of the Bridges to Success freshman seminar course under the WELCOME (Welcoming Experiences and Learning Opportunities to Maximize Early Success) program.

The Bridges to Success/US Experience course is critical in supporting first-year students as they transition to college. It offers holistic support, academic success strategies, and personal development tools. The Course Coordinator will work closely with the course director, Dean, program manager, peer mentors, and advisors to ensure smooth operation and impactful delivery of course components.

Other Duties

- Coordinate all aspects of the large-scale Bridges to Success course in-person plenary across multiple sections
- Assist in scheduling class sections and aligning instructor and peer mentor assignments
- Maintain the master calendar for course activities, deadlines, and workshops
- Serve as the primary point of contact for course instructors and peer mentors
- Support onboarding and training course instructors and peer mentors in collaboration with the WELCOME program team
- Organize and facilitate regular check-in meetings with staff to share updates, best practices, and address concerns
- Collaborate with advisors, mentors, and WELCOME staff to identify students needing additional support and coordinate interventions
- Monitor and help analyze student engagement, attendance, and performance data
- Coordinate co-curricular activities and events linked to course themes
- Maintain organized records of syllabi, lesson plans, iClicker attendance reports, surveys, and

assessments

- Support collecting and analyzing student evaluations and outcomes data for program improvement
- Assist in preparing reports for program administrators
- Other duties as assigned

How to Apply: Submit a cover letter and resume through the RFCUNY careers portal

Location: City College of NY (CCNY) / Hybrid

Position Type: Part-Time; 15-18 hours/week during Fall semester. This position is supported by U.S. federal grant funds. Semester renewal is contingent upon performance and funding availability.

Qualifications

Required:

- Bachelor's degree in education, higher education administration, student affairs, or a related field
- Minimum of 2 years of experience in program coordination or academic support, preferably in a college or university setting
- Strong organizational, communication, and interpersonal skills
- Ability to manage multiple priorities and work effectively with a diverse team

Preferred:

- Experience supporting first-year experience or student success initiatives
- Familiarity with CUNY systems and populations
- Proficiency in Microsoft Office Suite, Brightspace, Google Workspace, Airtable, and learning management systems (EAB Navigate)