

Job Title	Title V Coordinator
PVN ID	HO-1603-001083
Category	Managerial and Professional
Location	HOSTOS C. C.
Department	
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	May 30, 2016 (Or Until Filled)

General Description

This grant-funded position requires a dynamic and resourceful individual to have overall responsibility for the effectiveness of Title V activities. Title V provides faculty and curriculum development, supplemental instruction and other support services for students. The position will report to the Title V Director with specific responsibilities as follows:

- Coordinate Supplemental Instruction activities, including hiring, training, scheduling and supervision of peer leaders.
- Responsible for the coordination and management of reading and writing small group tutorial, including orientation, recruitment and registration; work closely with the Offices of Admissions, Registrar, Student Success Coaching Unit and other student support offices.
- Develop outreach services for all program activities including presentations and dissemination of publications.
- In collaboration with the testing office, plan and schedule testing sessions.
- Schedule peer leaders training sessions during the academic year.
- Provide support to students, staff and faculty on procedural and technical questions.
- Maintain and support relationships and communications with offices and departments that support the grants programmatic work.
- Act as the team lead on special assignments, which may include the following activities: marketing and outreach, meeting planning, communicating with key departments and constituents.
- Participate in strategy development of program initiatives or special projects.
- Maintain programs databases and ensures that information is up-to-date.

Other Duties

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- Perform other job-related duties and special projects as assigned.

Please include resume.

Qualifications

- B.A. required and three years of experience in related field;
- Demonstrate ability to be well organized; a self-starter and work independently; also within a team; set work priorities, track projects and meet deadlines;
- Possess strong background in student development and support services;
- Possess strong verbal and written communication skills;
- Ability to guide, train and supervise peer leaders;
- Possess strong interpersonal skills and the ability to problem solve, work independently and cooperatively.