
Job Title	Academic Programs Coordinator
PVN ID	JJ-1604-001121
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Strategic Initiatives
Status	Full Time
Annual Salary	\$48,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Aug 31, 2016 (Or Until Filled)

General Description

John Jay College's Office of Strategic Initiatives seeks a dynamic Academic Programs Coordinator who is knowledgeable about the opportunities and challenges of public higher education and college access and success. He/she will be committed to advancing student success in high school, in college, and in the workforce, and will be excited to work on a team that is developing inventive and robust pathway and pipeline programs for academic and career success.

The Academic Programs Coordinator, reporting directly to the Deputy Director of Strategic Initiatives, will focus primarily on John Jay's initiative to create pathways into careers in technology. This initiative has four overarching goals:

- to develop a suite of innovative pipeline programs that will both attract NYC high school students to the college and ensure that they are academically prepared to succeed as undergraduates;
- to develop industry-aligned, dual-admission and joint degree programs between five CUNY community colleges of the CUNY Justice Academy and John Jay;
- to expand the pipeline of career-prepared CUNY graduates for technology jobs in New York City;
- to institutionalize relationships between John Jay and its technology-related community of practice partners.

The Academic Programs Coordinator will be responsible for working towards accomplishing all of these goals.

The Academic Programs Coordinator will also:

- Work on a variety of teams and with a diverse array of colleagues and partners in education, in industry, and in other sectors
- Organize and run programming for both high school and college students
- Supervise College Assistants and other part-time and temporary staff
- Prepare and present analyses, reports, and marketing materials to a wide variety of both internal and external audiences
- Write grant proposals and support other development activities

- Develop and manage information about external partners across departments within the college
- Coordinate projects across departments, including Undergraduate Studies, Enrollment Management, Student Affairs, and Career Services
- Identify and initiate possible strategic partnerships for projects and plans
- Maintain program websites and marketing materials
- Other responsibilities as assigned

Other Duties

Qualifications

Competencies

- Bachelor's degree required, Master's degree in education preferred.
- 2-5+ years experience in K-12 and/or in higher education; experience working in college access and/or success a plus
- Strong teaching and research skills
- Outstanding written and oral communication skills
- Demonstrated ability to work on multiple projects simultaneously
- Excellent time management skills and project management abilities
- Evidence-based approach to planning and decision-making
- A detail orientation and flexibility of thought
- Experience working in a complex organization
- Knowledge of education policy and workforce development
- Experience working on a team
- Self-motivation, initiative, and demonstrated leadership skills a plus

This is a three-year, grant funded position.