
Job Title	Sophomore Program Coordinator
PVN ID	JJ-1612-001568
Category	Clerical/Office Services
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Student Academic Success Programs
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Mar 29, 2017 (Or Until Filled)

General Description

Reporting to the Associate Director of Sophomore Programs, and collaborating with John Jay College partner offices, the Sophomore Program Coordinator is responsible for the implementation of programming that directly impacts the engagement and success of sophomore students.

Other Duties

The successful candidate

- Participates in the daily coordination of academic and administrative activities of a College's sophomore program under management direction
- Plans and facilitates large scale events
- Conducts opportunity planning workshops for program participants
- Supports students and faculty in creation and curation of ePortfolios and other professional online tools
- Updates sophomore website and provides content for social media
- Develops resources on major/minor selection
- Gathers data for analytical and statistical reports for management
- Recommends, implements and evaluates strategies to expand program offerings
- Develops and maintains relationships with various College offices to improve student and faculty services
- Serves as resource expert regarding program policies and procedures
- Performs related duties as assigned

Qualifications

Bachelor's Degree is required.

We are looking for a team player with experience in student success support and programming. Familiarity with email, survey tools, and Digication, data base querying, solid knowledge of MS Excel are preferred. Excellent written and oral communication skills are a must. Advisement experience in Higher Education preferred.