



Job Title	Sophomore Program Coordinator
PVN ID	JJ-1904-003057
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Student Academic Success Programs
Status	Full Time
Annual Salary	\$58,500.00 - \$58,500.00
Hour(s) a Week	35
Closing Date	Jun 27, 2019 (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

- Event Management
 - Plans and facilitates large scale events
 - Conducts opportunity planning workshops for program participants
- Outreach & Recruitment
 - Completes program outreach and recruitment activities, such as: mailings, email campaigns, phone calls, and application tracking
 - Use campus information systems to monitor course scheduling and student registration
 - Gathers data for analytical and statistical reports for management
- Communications, web & tools development
 - Develops student resources on major/minor selection
 - Disseminates information regarding program policies and procedures
 - Updates sophomore website and provides content for social media
 - Supports students and faculty in creation and curation of ePortfolios, LinkedIn, and other professional online tools

Develops and maintains relationships with various College Offices and Departments to improve student and faculty services

Performs related duties as assigned

Qualifications

Bachelor's Degree is required.

We are looking for a team player with demonstrated experience and strong interest in student services and college success initiatives. Familiarity with email, survey tools, data base querying, and a solid knowledge of MS Excel are preferred. Excellent written and oral communication skills are a must. Success or career coaching/advising experience in Higher Education setting preferred.

Desired start date: July 1, 2019