

Job Title	Program Coordinator
PVN ID	KB-1709-002081
Category	Research
Location	KINGSBOROUGH C. C.
Department	Academic Affairs
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Jan 30, 2018 (Or Until Filled)

General Description

The Program Coordinator of Kingsborough's SPARK (Strategy Partnerships for Achievement and Retention at Kingsborough) program will assist with all aspects of planning and support for SPARK initiative. The Coordinator will undertake a variety of administrative and program management tasks while carrying out essential operational duties and required grant reporting. Reporting to the Director of Academic Affairs, the Program Coordinator will work with dedicated continuing KCC students. The coordinator will collaborate with multiple offices and departments to develop an integrated approach to student success and retention. Additionally, this position will require significant amount of problem solving and a broad understanding of current higher education trends. Timely communication to academic departments and student support areas will be essential.

Other Duties

- Maintain budget and track expenditures/ transactions.
- Ensure accuracy of course scheduling on CUNY First.
- Help build positive relations within the team and with external parties (including faculty, staff, and administration, and outside vendors).
- Schedule and organize meetings, activities, and events.
- Promote collaboration among KCC offices and cohesive service for students.
- Keep updated hardcopy and electronic records.
- Create applications, reports, and proposals in accordance with program goals and guidelines.
- Support program development and growth.
- Modify program to suit institutional changes.
- Maintain accurate records regarding student participants

Qualifications

Skills

- Excellent time management and organizational skills
- Outstanding verbal and written communication skills
- Self-starter
- Knowledge of budgeting and reporting
- Proficient in MS Office
- Well-organized

Qualifications

- Bachelor's degree and minimum of two years' related experience required.
- Experience in academic affairs or higher education student support services is highly desirable.