

<b>Job Title</b>	Project Coordinator
<b>PVN ID</b>	LA-1512-000897
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Academic Affairs
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 08, 2016 (Or Until Filled)

## General Description

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### Position Opening: Project Coordinator

LaGuardia Community College (CUNY), 12/4/15

LaGuardia Community College invites applications for a new position, coordinating and helping to lead the activities and evaluation efforts of two groundbreaking educational change initiatives.

- Funded by a four-year, \$2.9 million USDOE First in the World grant, “Project *COMPLETA*” links ePortfolios with a dynamic First Year Experience and other exciting pedagogical, advisement and co-curricular innovations, building success for more than 25,000 of LaGuardia’s diverse, low-income students.
- Funded by a five-year, \$2.65 million USDOE Title V grant, “Project *AVANZAR*” will transform STEM education with stackable certificates, digital badges, the acceleration of remedial mathematics, and the use of undergraduate research in all STEM majors.

LaGuardia is assembling a multi-person team to ensure the success of these sweeping and mutually reinforcing student success projects. Working with the Associate Dean for Academic Affairs, Dr. Bret Eynon, and the LaGuardia Center for Teaching and Learning, the Project Coordinator will liaison with, coordinate, and help to lead program-related professional development, curriculum development, and evaluation activities.

Located in Long Island City, Queens, LaGuardia was founded in 1971 as a bold experiment in opening the doors of higher education to all; we proudly carry forward that legacy today. Serving 50,000 students annually,

many of them immigrants and more than 2/3 coming from families that earn \$25,000 or less, LaGuardia is a nationally recognized leader among community colleges for boundary-breaking success educating underserved students. Visit [www.laguardia.edu](http://www.laguardia.edu) to learn more.

## Other Duties

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The Project Coordinator will play a crucial role in coordinating and helping to lead Project *COMPLETA* and Project *AVANZAR*. Working with faculty, Institutional Research, Student Affairs, and the Center for Teaching & Learning as well as Dean Eynon, the Project Coordinator will help guide and manage selected project components, including program evaluation. Responsibilities will include:

- Coordinate and help lead project activities, from program planning and professional development to implementation and evaluation;
- Support the implementation of high-impact practices, including the First Year Experience, undergraduate research, and the STATWAY approach to accelerating remedial mathematics;
- Coordinate evaluation processes, working with the project's external evaluator and the College's Office of Institutional Research and Assessment;
- Advance the integration of technology innovations, including ePortfolio, digital badging, and learning analytics;
- Help develop and submit project reports to the US Department of Education.

## Qualifications

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### **Qualifications:**

To guide this effort, LaGuardia seeks an energetic, articulate and hard-working educational innovator who can handle multiple responsibilities and work with others to advance broad and meaningful educational change. Master's Degree is required; Doctorate or doctoral work a plus. Other qualifications include:

- Experience in higher education innovation projects essential, either as faculty or staff; experience in community colleges a plus;
- Strong written and oral communication skills essential;
- Experience in project management in an educational setting a strong plus; experience with grant-funded projects a plus;
- Ability to help manage project evaluation and project reporting strong plus; familiarity with qualitative and quantitative evaluation methodology a plus;
- Insight into pedagogical innovation essential; experience with integrative learning, First Year Experience, co-curricular engagement, developmental advisement, inquiry learning and other High Impact Practices a plus;
- Knowledge and skill in educational applications of digital technology a strong plus; understanding of ePortfolios, digital badging and/or learner analytics a strong plus;

- Knowledge and skills with professional development in an academic setting a strong plus;
- Ability to work as a team player and adapt to a complex, fast-moving urban educational institution essential.

We are looking for a smart, dynamic innovator who is committed to our students and can learn and grow as an educational leader while advancing our college-wide change initiatives. aGuardia is an Equal Opportunity Employer.

For more information, contact. Niesha Ziehmke – [nziehmke@lagcc.cuny.edu](mailto:nziehmke@lagcc.cuny.edu). For background on related LaGuardia innovations see: the LaGuardia Center for Teaching & Learning, <http://www.laguardia.edu/ctl/default.aspx> , the LaGuardia ePortfolio project, <http://eportfolio.lagcc.cuny.edu/default.htm> and Catalyst for Learning: ePortfolio Resources and Research <http://c2l.mcnrc.org>

**Compensation and Benefits:** Commensurate with credentials & experience

**Closing Date:** 1/30/16