
Job Title	Project Coordinator
PVN ID	LA-1707-001914
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Academic Affairs and Center for Teaching
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 02, 2017 (Or Until Filled)

General Description

LaGuardia Community College invites applications for a new position, assisting with the coordination, leadership, and evaluation efforts of a groundbreaking educational change initiative housed in the Office of Academic Affairs.

The HSI STEM & Articulation Initiative asks colleges to strengthen Science, Technology, Engineering & Mathematics (STEM) access and success for Hispanic and other “under-represented” students. In *STEM-CONNECT*, LaGuardia collaborates with York College and New York City College of Technology to build “**guided transfer pathways**,” strengthening STEM education at LaGuardia and supporting students from admission to transfer success.

Working with the Associate Provost for Academic Affairs and the LaGuardia Center for Teaching and Learning, the Project Coordinator will liaise with project partners, and coordinate and help to lead program-related professional and curriculum development. This position also coordinates evaluation activities related to the STEM college and career pipeline, improved advisement, innovation in co-curricular engagement, ePortfolio learning, and model transfer partnerships in STEM.

Located in Long Island City, Queens, LaGuardia Community College 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 to learn more.

Other Duties

Position Responsibilities:

The Project Coordinator will play a crucial role in coordinating a range of activities that support and improve opportunities and outcomes for under-represented students to pursue an education and careers in STEM fields. Working with faculty and Academic Affairs staff, Institutional Research, Student Affairs, and the Center for Teaching and Learning, the Project Coordinator will help guide and manage selected project components, including program evaluation. Responsibilities will include:

- Coordinate and help lead project activities, from planning and professional development to program implementation and evaluation;
- Coordinate evaluation processes, working with the project's external evaluator and the College's Office of Institutional Research and Assessment;
- Develop, organize, and maintain records and data to streamline reporting processes;
- Help develop and submit project reports to the US Department of Education;
- Advance the integration of technology innovations, including ePortfolio and online advisement systems.

Qualifications

Qualifications:

To guide this effort, LaGuardia seeks a proven, hard-working educational innovator who can manage multiple responsibilities and work effectively with others to advance broad and meaningful educational change.

Master's Degree is required; Doctorate or doctoral work a plus. Other qualifications include:

- Experience managing grant-funded projects in an educational setting, with strong preference for projects that support the "new majority" college student;
- Experience in higher education innovation projects, either as faculty or staff;
- Ability to help manage project evaluation and project reporting, including basic familiarity with qualitative and quantitative evaluation methodology;
- Knowledge and skill in educational applications of digital technology, such as ePortfolio practice, digital badging and/or learner analytics;
- A history of pedagogical innovation, which may include experiences with undergraduate research, First Year Experience, co-curricular engagement, developmental advisement, inquiry learning and other High Impact Practices;
- Knowledge and skill in professional development in an academic setting a strong plus;
- Demonstrated knowledge of and commitment to the community college mission;
- Strong written and oral communication skills;
- Ability to work as a team player and adapt to a complex, fast-moving urban educational institution.

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. is an Equal Opportunity Employer.

For more information, contact Eric Hofmann – ehofmann@lagcc.cuny.edu. For background on related LaGuardia innovations see: the LaGuardia Center for Teaching and Learning, <http://www.laguardia.edu/ctl/> , the LaGuardia ePortfolio project, <http://eportfolio.lagcc.cuny.edu/> and Catalyst for Learning: ePortfolio Resources and Research <http://c2l.mcnrc.org>

Compensation and Benefits

Commensurate with credentials & experience

Closing Date

August 18, 2017