

<b>Job Title</b>	Project Coordinator
<b>PVN ID</b>	LA-1910-003353
<b>Category</b>	Managerial and Professional
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 22, 2019 (Or Until Filled)

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## General Description

LaGuardia Community College invites applications for a staff member to assist with the development, coordination and evaluation efforts of a dynamic educational change initiative, Project CONEXIÓN: Comprehensive Support for Student Success. The project is a student success initiative for Hispanic, immigrant, and other “under-represented” students.

Supported by a major grant from the US Department of Education, this new five-year College-wide project will engage faculty and staff to create multiple connection points that help students engage in their learning with purpose and build academic momentum to propel them to degree completion, transfer, and careers.

The project will extend the guided pathway to accepted students and their families, using social media, digital media, and personal support, to connect students to purpose-driven transfer and career pathways, and support students along a chosen path throughout their time at LaGuardia. The three interlocking components are:

- Connect to College introduces students immediately to career pathways resources that help them develop their personal sense of purpose. Through targeted digital communication accessible in multiple languages and personal support from peers, these activities ensure that admitted students and their families have the support they need to start seamlessly.
- Connect to Completion deepens student learning within every degree program and strengthens career development and advising. Faculty will develop signature assignments in all academic programs to connect academic learning more clearly with the workplace competencies identified by employers.
- Connection to Career & Transfer supports post-graduation planning, linking students to college transfer opportunities and alumni mentors, and providing career preparation through a site visit program with employers.

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](http://www.laguardia.edu) to learn more.

### **Position Responsibilities:**

Reporting to the Associate Director of Advising Initiatives in Academic Affairs, the Coordinator will play a crucial role in coordinating project activities. Working with faculty and Academic Affairs staff, Institutional Research, Student Affairs, and the Center for Teaching and Learning (CTL), the Project Coordinator will manage key project components, including project evaluation. Responsibilities include:

- Support the vision of the Project by working with the Associate Director and other college stakeholders to ensure admitted students are connected seamlessly to academic and career pathways, and supported in making informed educational decisions that connect their academic experiences with purposeful transfer and career plans
- Coordinate and help develop project activities, from planning and professional development to program implementation and evaluation
- Help develop resources and experiences for students and families that complement project activities
- Coordinate and monitor the completion of scheduled project activities in accordance with established time frames and budgets, helping ensure the judicious expenditure of these resources in accordance with the terms of the grant
- Coordinate partnership meetings with staff and administrators across LaGuardia
- Ensure the college remains in compliance with all Title V grant guidelines and regulations
- Coordinate evaluation processes, working with the College's Office of Institutional Research and Assessment
- Develop Project CONEXIÓN Manual based on EDGAR and GEPA to guide project activity
- Develop, organize, and maintain records and data to streamline reporting processes
- Help develop and submit project reports to internal stakeholders and the US Department of Education

## **Other Duties**

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## **Qualifications**

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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.

Bachelor's Degree or higher and at least four years of relevant experience is required. Other qualifications include:

- Experience managing grant-funded projects and/or major initiatives in an educational setting, with strong

preference for projects that support the “new majority” college student

- 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 knowledge 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 dynamic innovator who is committed to our students and can learn and grow as an educational leader while advancing our college-wide change initiatives.

Resume and cover letter required.

LaGuardia is an Equal Opportunity Employer.