
Job Title	Evening and Saturday Coordinator
PVN ID	LA-2407-006367
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	The English Language Center
Status	Full Time
Annual Salary	\$81,672.20 - \$84,198.14
Hour(s) a Week	35
Closing Date	Nov 13, 2024 (Or Until Filled)

General Description

Located at LaGuardia Community College/CUNY, The English Language Center (TELC) is the largest ESL program in the New York metropolitan area, serving approximately 4,000 students a year since 1971. TELC is committed to providing high quality English language programs that meet the needs of a culturally and academically diverse student population. The Evening and Saturday Coordinator, reporting to the Associate Director of TELC, is responsible for the day-to-day operations of the Evening English Program and the Saturday English Program. The schedule for this position is Monday through Thursday 11:30am-7:30pm and Saturday 8:00am-4:00pm. There will be some additional late evenings during registration and testing cycles.

Duties and Responsibilities

- Manage the day-to-day operations of the Evening English Program and the Saturday English Program with approximately 40 in-person and online courses per quarter
- Oversee quarterly registration and placement of approximately 600 students and coordinate corresponding waitlists
- Manage in-person and online placement test sessions including overseeing scheduling test appointments by front desk staff and processing placement tests
- Communicate information to faculty and students through memos and announcements
- Provide support to instructors through observation, mentoring, and assistance with curricular and instructional matters
- Collaborate on professional development offerings for instructional staff
- Assist with faculty recruitment and interviews
- Advise students on educational needs and respond to student concerns and problems with regard to program services
- Organize and facilitate informational workshops on topics of interest to students such as applying to college, managing expenses, and choosing a career
- Participate in marketing efforts with the goal of increasing enrollment
- Assist with special projects and perform other related tasks as needed

Other Duties

Qualifications

- Master's Degree in TESOL or a closely related field
- Minimum 2 years of experience teaching ESL/EFL to an adult population
- Strong organizational and managerial skills, with a specific emphasis on data management across multiple platforms
- Excellent communication, interpersonal and analytical skills
- Ability to work effectively with members of a diverse faculty and staff