



<b>Job Title</b>	Student and Partnership Coordinator
<b>PVN ID</b>	LA-2407-006374
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Student Placement Services
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$56,000.00 - \$56,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 01, 2024 (Or Until Filled)

## General Description

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Reporting to the Program Director of the Spring Forward/Career Launch Program Health Care Hub at LaGuardia Community College. The Student & Partnership Coordinator will develop, manage, and nurture relationships with students, educational institutions, and community partners. This role involves coordinating student programs, facilitating partnerships, and ensuring the successful implementation of initiatives to enhance student engagement and success.

### Duties and Responsibilities:

#### Student Program Management

- Monitor and evaluate program effectiveness, making adjustments as needed.
- Provide support and guidance to students, addressing their needs and concerns with internship assignments.
- Organize and conduct workshops, seminars, and other events aimed at student development.

#### Partnership Development

- Identify and cultivate relationships with potential partners in the healthcare field, including schools, community organizations, and businesses.
- Negotiate and formalize partnership agreements and collaborations.
- Maintain ongoing communication with partners to ensure mutually beneficial relationships.
- Coordinate and manage joint initiatives, ensuring alignment with organizational objectives.

#### Communication & Outreach

- Develop and implement recruitment and programmatic strategies to increase student engagement and program participation.
- Create and disseminate promotional materials related to student programs and partnerships.
- Act as a liaison between students, partners, and the organization, addressing inquiries and resolving issues.

- Represent the Healthcare Hub at campus events and meetings.

### **Administration & Reporting**

- Maintain accurate records of student participation and partnership activities.
- Prepare reports and presentations on program outcomes, partnership impacts, and other relevant metrics.
- Ensure compliance with relevant regulations and organizational policies.

## **Other Duties**

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- Other duties as assigned

## **Qualifications**

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- Supportive, flexible, and detail-oriented professional
- Must exhibit excellent oral and written communication skills.
- Must have superior interpersonal skills with a demonstrated commitment to cultural diversity.
- Ability to research
- Develop knowledge of college recruiting strategies, internship market trends, and occupational, career, and personal growth.
- Must be a self-starter and possess strong analytical and problem-solving skills.
- Demonstrated ability to organize and work independently as a leader and as part of a team.
- Ability to respond professionally to common inquiries and/or complaints from the internship site that the student is currently working in

### **Education and Experience:**

- Bachelor's degree in Education, Social Sciences, Business Administration, or a related field and/or associate degree and one year of experience
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and other relevant software.

Note: This is a grant-funded position and must be available to work 70% in person and occasional evenings.