

---

<b>Job Title</b>	Day Program Coordinator
<b>PVN ID</b>	LA-2507-006947
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	The English Language Center
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$81,672.00 - \$84,200.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 01, 2025 (Or Until Filled)

## General Description

---

Located in the Division of Adult and Continuing Education 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 Day Program Coordinator, reporting to the Director of TELC, is responsible for the day-to-day operations of the Intensive English Program. The schedule for this position is Monday through Friday, 8:00am-4:00pm. There will be some occasional evening shifts as needed to cover operations. This is an in-person position; all classes are onsite. Appointments are subject to availability of funding and satisfactory performance.

### Duties and Responsibilities

- Manage the day-to-day operations of the Intensive English Program with approximately 45-65 classes per quarter (10-15 sections)
- Supervise approximately 30-40 instructors in the Intensive English Program
- 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 hiring
- Communicate information to faculty and students through digital channels and memos
- Oversee quarterly registration and placement of approximately 200 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
- Respond to student concerns, and collaborate with Student Services Coordinator to make referrals where needed
- Support international students (F status) by providing quarterly welcome orientation and delivering targeted communications
- Assist Director and Designated School Officials (DSOs) with international student pipeline via tracking,

- outreach, and staying informed of regulatory environment
- Participate in marketing efforts with the goal of increasing enrollment

## Other Duties

---

- Assist with special projects and perform other related tasks as needed

## Qualifications

---

- Master's Degree in TESOL or a closely related field
- Minimum 5 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
- Experience in academic and/or Intensive English Programs preferred

### **LaGuardia Community College**

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York (CUNY). LaGuardia offers more than sixty associate degree programs and more than fifty workforce training, ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 24,000 students. More than one-third of LaGuardia's degree-seeking students are born outside the United States; they come from 136 countries and speak 43 heritage languages. Sixty percent are first-generation college students.

Virtually all LaGuardia students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent of associate degree students are Hispanic. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce. LaGuardia ranked fifth among U.S. community colleges in economic mobility – moving low-income students into the middle class and beyond – in studies by Stanford University (2017) and the Brookings Institution (2020).