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<b>Job Title</b>	NYC Teaching Fellows Liaison
<b>PVN ID</b>	LE-1609-001392
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	School of Education
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$48,715.00 - \$54,715.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 02, 2017 (Or Until Filled)

## General Description

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The Lead Fellows Liaison provides support to the New York City Teaching Fellows enrolled in the School of Education (SOE) at Lehman College. Reporting to the Director of the Center for School/College Collaboratives (CSCC), the Lead Fellows Liaison works as part of a team to ensure the retention and success of Teaching Fellows by providing essential program management and advising services.

## Other Duties

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- Collaborate with campus offices/individuals including the Coordinator of the Lehman NYC Teaching Fellows Program; faculty and staff in the SOE; the Office of Graduate Admissions; the Registrar's Office; the Office of Financial Aid; Public Safety and the Student Health Center;
- Assist in coordination and facilitating orientations and other special events;
- Manage the summer course registration process for each entering cohort of Teaching Fellows;
- Ensure that all Teaching Fellows adhere to NYS immunization requirements and clear all registration stops;
- Maintain a case load of Teaching Fellows and serve as a role model;
- Support efforts to place Teaching Fellows in CSCC partner schools;
- Assist in managing a Teaching Fellows budget at the CUNY Research Foundation;
- Participate in program-wide strategy development and implementation processes;
- Support efforts to find new sources of funding;

## Qualifications

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- Experience in program management of an education, counseling, or mentoring program;

- A demonstrated knowledge and expertise in college admission and registration processes;
- Working knowledge of CUNYfirst course registration procedures;
- Working knowledge of CUNY Research Foundation procedures;
- Familiarity with NYS teacher certification requirements;
- Ability to work independently and collaboratively in a fast-paced, demanding and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities;
- A Bachelor's Degree in education or a related field required; a Master's degree preferred;
- Excellent writing and inter-personal skills.