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<b>Job Title</b>	Academic College Readiness Coach
<b>PVN ID</b>	LE-1710-002115
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	The Bronx Institute
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 11, 2018 (Or Until Filled)

## General Description

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### General Description:

The mission of The Bronx Institute at Lehman College is to enhance educational opportunity by promoting academic excellence for K-20 students. The vision is to transform the lives of Bronx and other New York City area youth by improving their educational outcomes. Our efforts are focused on closing the achievement gap by increasing high school graduation with college readiness and other academic services to maximize each student's potential.

The Bronx Institute GEAR UP Program is a funded initiative designed to foster academic success. The Institute works collaboratively with Bronx schools, community based organizations, colleges, and other service providers in the planning and delivery of services to (1) foster academic achievement, (2) improve student performance (3) ensure successful high school graduation and admission to college. All program activities target three integral constituencies essential to student success: parents, teachers, and students.

The ACRC will have primary responsibilities of delivering program services at schools. The ACRC will ensure that the academic readiness goals, objectives and strategies are met by all students at each school. S/he will be asked to deliver college access workshops designed to meet program objectives; monitor student progress, and assist in recruiting and training students to participate in different academic programs and activities. S/he will work under the supervision of the Program Director.

The ACRC will be responsible for:

- Working with large and small groups of students from multiple grades at multiple school sites to deliver academic services, college planning, financial aid, etc.

- Determining students' academic standing; developing and implementing strategies to ensure that all assigned students meet the academic readiness goals and objectives of the program
- Researching and preparing quality materials as well as differentiated communications strategies that reach all students using various techniques (i.e. print, digital, etc.)
- Scheduling, planning and delivering academic/college access workshops during regular school hours on various topics (admission, high school acceptance, graduation requirements, exam prep, etc.)
- Maintaining regular contact and tracking communication with all assigned students and their families
- Designing and conducting parent workshops to share information regarding academics, exam prep, graduation requirements, etc.
- Assisting with implementing special initiatives (e.g.: afterschool programs, Saturday academy summer program, etc.)
- Gather sources of data and using it to inform planning and delivery of service to students.
- Recording, gathering, reporting and entering student data for all activities in databases
- Other duties and responsibilities related to the academic advancement of GEARUP students in the assigned schools
- Other duties and responsibilities as assigned

## Other Duties

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### Skills/Competencies:

- A self-starter who is proactive and able to follow through with limited supervision
- Detail-oriented with excellent attention to detail and analytical abilities
- Able to troubleshoot and devise quality solutions to address emerging needs.
- Ability to plan, organize, carry out and complete assignments in a timely manner
- Able to balance multiple tasks and shift across different priorities as needed.
- Strong interpersonal, written and oral communication and presentation skills
- Demonstrated ability to work as a team player across different tasks and projects.
- Flexibility to work evenings and/or weekends as necessary

## Qualifications

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### Core Qualifications:

- Ideal candidate will have a Master's degree in education, academic counseling or closely related field of study.
- Candidate must possess at least 3 years prior related work experience in education, counseling, etc.
- Proven experience in working with students, parents, educators, and administrators.
- Knowledgeable in various topics of academic readiness preferred (admissions process, graduation requirements, exam prep, etc.)

Salary: This is a full time position. Bachelor's (FT: \$40, 000) Master's preferred (FT: \$50,000)

