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<b>Job Title</b>	GEARUP Field Coordinator for Tutoring and Student Services
<b>PVN ID</b>	LE-1901-002907
<b>Category</b>	Instruction and Social Service
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	The Bronx Institute
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$58,000.00 - \$58,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 23, 2019 (Or Until Filled)

## General Description

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### GEAR UP Field Coordinator for Tutoring and Student Services

The Bronx Institute at Lehman College (BI) is searching for a GEAR UP Field Coordinator for Tutoring and Student Services to develop and implement strategic college readiness and college awareness intervention services for students and their families in accordance with US Department of Education regulations. The GEAR UP program (Gaining Early Awareness and Readiness for Undergraduate Programs) is one of the US Department of Education's oldest and most extensive programs in the nation promoting college access.

Reporting to the GEAR UP Director:

GEAR UP Field Coordinator for Tutoring and Student Services (FCTSS) will serve 2,250 current ninth and tenth grade students in nine Bronx partner schools. GEAR UP works with these students as they complete high school and enter their first year of college. The candidate must be proactive and successful in recruiting students to participate in Bronx Institute/GEAR UP activities. By visiting schools and working with school personnel, the coordinator will demonstrate a high level of people skills and strong dedication to ensuring that students are met at the right place and right time with the right support. The successful candidate will have excellent organizational and communication skills, including the ability to listen carefully and to write and speak persuasively.

## Other Duties

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### MAJOR RESPONSIBILITIES AND DUTIES:

Assume leadership role in designing and implementing the following BI initiatives:

## 1. Tutoring program

1. Identify tutors from Lehman undergraduate and graduate programs and work collaboratively with programs and department—e.g., Biology Department
2. Recruit tutors from different local colleges
3. Implement and coordinate tutoring services in schools
4. Coordinate services and data collection with tutors
5. Track student data and results

## 2. Student Services

- Read to Succeed
  - Selection of grade appropriate literature
  - Coordinate distribution to 2500 students in GEAR UP partner schools
  - Gather student data on a timely and efficient basis
- Meet the Author Series
  - In partnership with the new York Public Library, identify local and national authors for Meet the Authors series
  - Coordinate with schools the selection and participation of students in the Meet the Author series
- Journalism Program
  - Coordinate the planning and implementation of the Journalism program
  - Recruit students to participate in the program
  - Gather student data
- Educational field trips and college visits
  - Coordinate with the partner schools the successful implementation of educational field trips and college visits
- Assisting in the design and implementation of the Summer Program
- Student recruitment for participation in GEAR UP activities
- - Actively and successfully recruit students to participate in GEAR UP activities such as, the High Potential Achievers Saturday Academy, Summer Program, Winter and Spring Institutes among others
  - Submit weekly progress reports to the Project Director documenting progress and outcome data
  - Perform other duties as assigned

## Qualifications

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### QUALIFICATIONS:

#### Education/Experience:

- An earned Master's degree in educational counseling, social work, child development, education, public administration, or a related field is preferred
- A minimum of three years working in a management or leadership position in a school, CBO, or NPO providing college access or youth development services
- Demonstrated results in recruiting youth for similar services, activities, and initiatives
- Experience working in urban educational settings
- Teaching experience a plus

#### Special Knowledge/Skills:

- Self-starter, excellent organizational, communication, and interpersonal skills
- Knowledge of secondary education requirements in New York City and New York State
- Proactive leadership style with the ability to work with limited supervision—working independently and as part of a team
- Facility with office and presentation technology including but not limited to Word, PowerPoint, Excel, and a database system
- Ability to communicate with students, parents, and school staff verbally and in writing

#### How to Apply

To apply for this position, please submit your complete resume and cover letter.