

<b>Job Title</b>	ACE Program Coordinator
<b>PVN ID</b>	LE-1902-002969
<b>Category</b>	Administrative Services
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	Enrollment Management
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$15.00-\$15.85
<b>Hour(s) a Week</b>	15.00-19.00
<b>Closing Date</b>	Apr 25, 2019 (Or Until Filled)

## General Description

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Accelerate, Complete, Engage (ACE) is a baccalaureate completion program based on the principles of the successful CUNY Accelerated Study in Associate Programs (ASAP). ACE is designed to increase timely graduation rates by removing the financial, academic, and personal obstacles that many students confront. Key ACE program features include a consolidated block schedule, small class size, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook assistance, and Metrocards or campus parking privileges for all students. Further information is available at <http://www.lehman.edu/ace/index.php>

The ACE Program Coordinator provides basic operational and analytical support related to the college's ACE program.

## Other Duties

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- Manages and maintains student enrollment and information databases; collects and maintains statistical data;
- Prepares reports and surveys using student information and enrollment data;
- Collects information to evaluate program/event success and report results;
- Serves as liaison to various College offices to ensure smooth operations and verification of student information;
- Creates and distributes marketing and promotional and event materials for ACE programming;
- Assists with the coordination and execution of student activities, workshops, meetings and special events;
- Assists the program with the follow up of ACE students

- Performs related duties as assigned.

## Qualifications

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- Bachelor's degree;
- Ability to enter, monitor, and interpret student data accurately;
- Demonstrated ability to work both independently and as part of a team;
- Willingness to work evenings and weekends as needed;
- Strong organization, project management and facilitation skills;
- Excellent written and oral communication skills;
- Strong computer skills (Microsoft Office required) and aptitude to learn new systems