
Job Title	GEARUP Program Coordinator
PVN ID	LE-1904-003051
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Full Time
Annual Salary	\$75,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jun 16, 2019 (Or Until Filled)

General Description

The Bronx Institute at Lehman College (BI) is searching for a GEAR UP Program coordinator 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 Program coordinator will serve students in a network of 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

Program Implementation and Management

- In collaboration with school administration, develop an annual work plan that supports GEAR UP students in meeting GEAR UP college and career readiness
- Manage and provide for comprehensive college access and success services and programs for middle

and high school students, including academic planning and preparation, career exploration, tutoring, mentoring, college visits, financial planning, school year and summer enrichment activities, annual orientation events, and college application

- Coordinate and monitor student progress to help ensure student retention and grade promotion.
- Compile, analyze, and utilize academic data to support target-specific services to students and to make program recommendations
- Schedule events and activities that comply with all program requirements (USDOE, NYVDOE, school and college regulations) to achieve grant compliance
- Supervise academic and college readiness coaches in providing services, reporting data and working with students and schools
- Work with other grant personnel to support gathering of student participation data and match contributions.

Financial Management

- Work with the GEAR UP director to help plan a budget for designated
- Identify and collect the in-kind match data collection as outlined as part of the requirements of the

Program Evaluation and Reporting

- Responsible for the preparation of required grant-related reports focused on program implementation and student

Stakeholder Collaboration

- Develop and sustain partnerships with local and/or national organizations to expand services for students
- Develop and sustain partnerships with post-secondary institutions to provide students with post-secondary exposure and experiences to support the transition from high school to college.
- Identify and facilitate professional development opportunities for academic coaches and other grant related staff

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:

- Excellent communication and leadership skills in working with grant administrators, staff and other stakeholders.
- Ability to offer professional workshops, presentations and informational sessions.
- 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