

Job Title	Academic Support Coordinator
PVN ID	LE-2108-004185
Category	Instruction and Social Service
Location	LEHMAN COLLEGE

Department

Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Oct 19, 2021 (Or Until Filled)

General Description

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Lehman College provides a college education to students, the majority of whom reside in the Bronx. In response to the impact that COVID has had on this population, the College is implementing a program (called the Step Up Program) for incoming first-year students that address their academic, social, and emotional needs.

This program is multidisciplinary in that it involves social and emotional support, enhanced academic support, additional advising resources, and faculty development focused on the needs of students whose school experiences were dramatically impacted by the pandemic. Reporting to the ISSP Director, the Step Up Program Academic Support Coordinator will collaborate with the academic support community, faculty, and staff to support students through their first year.

Other Duties

Other Duties**STEP UP Academic Support Coordinator**

- Manage all aspects of academic support for STEP UP students
- Responsible for the recruitment, hiring, training, supervising, scheduling, and evaluating of academic support staff
- Develop professional development that offers academic support staff strategies for effectively supporting STEP UP students
- Work collaboratively with other campus support services to arrange for academic support for STEP UP students
- Create and maintain program data (utilization of academic support services, for example). Work with

appropriate campus offices to assess the effectiveness and impact of program services.

- Develop marketing initiatives and strategies for advertising academic support services to STEP Up students
- Engage in professional development around academic support
- Manage program budget and track expenditures
- Facilitate collaboration with faculty to support students' academic success
- Represent STEP UP at student orientations and other program and college events
- Perform other duties as assigned by the Director of the Instructional Support Services

Qualifications

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- Bachelor's degree in Education, Higher Education, English, or other related field
- Experience in academic support (tutoring or teaching) or related field
- Experience working in an online environment and using web conferencing software as well as a learning management system
- Experience with Microsoft Office and other applications used by the ISSP, including but not limited to learning center management software, and line management software
- Effective verbal and written communication skills