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| <b>Job Title</b>      | Academic College Readiness Coach |
| <b>PVN ID</b>         | LE-2108-004194                   |
| <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>   | Dec 01, 2021 (Or Until Filled)   |

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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. Our vision is to foster and promote equity and excellence in the education and learning of students K-20 by involving administrators, teachers, parents and students themselves in high quality programs that support and enhance educational opportunities. 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's GEAR UP program goals are: (1) to increase middle school students' academic performance and preparation for a successful high school experience; (2) to increase high school students' academic performance and preparation for postsecondary enrollment and persistence; (3) to support GEAR UP students' persistence in postsecondary education programs; and (4) to increase student and family engagement in activities designed to promote awareness of and access to postsecondary education options.

As an Academic College Readiness Coach (ACRC), you will be working under the direct supervision of a GEAR UP coordinator. You will help Bronx students accomplish their goals of graduating high school and being accepted into college. The ACRC will be responsible for providing services to the GEAR UP students in our partner New York City Department of Education schools.

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## Other Duties

**The Academic College Readiness Coach will be responsible for:**

**1. Advisement**

The ACRC will be responsible for the delivery of academic information and advice to large and small groups of Bronx students during specific class periods in New York City Public schools. Topics will include, but not limited to study skills, public speaking, time management, SAT prep, college awareness/readiness, and

financial aid. All of this will be done with the ultimate goal of students being academically prepared to successfully graduate high school and attend college.

## **2. Student Recruitment**

The ACRC will actively engage and recruit students to attend GEAR UP academic activities during the school year and summer. In addition, the ACRC will serve as a chaperone and assistant during activities with our partner organizations such as the American Museum of Natural History, New York Botanical Garden, Wave Hill and other educational institutions.

## **3. Parental Engagement**

The ACRC will be responsible for monthly electronic communications regarding college awareness and financial aid with parents. He/she will also be responsible for attending student-parent-teacher conferences to meet with parents and provide program related information. The ACRC will actively participate in identifying and recruit parents to take part in a minimum of one (1) to two (2) parental events during the academic year.

## **4. Data Collection**

ACRCs are responsible for the accurate and detailed records of student activities as well as timely collection of student data when participating in GEAR UP activities.

Performs related duties as assigned.

# **Qualifications**

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## **Skills/competencies:**

- Ability to work with large and small groups of students.
- Demonstrated ability to work independently and as part of a team, across different tasks and projects within the organization.
- A self-starter who is proactive and able to follow through with limited supervision.
- Strong interpersonal, written, oral communication and presentation skills.
- Ability to plan, carry out and complete assignments in a timely manner.
- Able to troubleshoot and devise quality solutions to address emerging needs.
- Detail-oriented with excellent attention to detail and analytical abilities.
- Strong organization, management and coordination skills.

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## **Requirements & Qualifications**

This position requires a Bachelor's degree in Education or Academic Counseling. Master's Degree preferred. The position also requires 1 year of proven experience working with high school students in similar settings or programs. Furthermore, working on Saturdays during the academic year and working during some evenings for related student and school events is also required. (Full time preferred; Part Time an option)