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| <b>Job Title</b>      | GEAR UP Middle & High School Academic College Readiness Coac |
| <b>PVN ID</b>         | LE-2201-004479   |
| <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>   | Mar 06, 2022 (Or Until Filled)                               |

## General Description

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### **The Bronx Institute at Lehman College/GEAR UP Middle & High School Academic College Readiness Coach (ACRC)**

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 the GEAR UP Program Director. You will help Bronx students accomplish their goals of choosing and then graduating from 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.

## Other Duties

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

1. **Advisement**

The ACRC provides/facilitates services and programs for middle school students, such as academic planning and preparation for high school and college, college application completion, career exploration, financial aid, financial planning, college essay preparation, college visits, summer enrichment activities, and annual orientation events.

## **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 according to the DOE and other pertinent guidelines.

## **3. Parental Engagement**

The ACRC will be responsible for monthly electronic communications regarding middle school academic performance, planning and preparation for high school and college awareness 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 recruiting parents to take part in a minimum of one (1) to two (2) parental events during the academic year.

## **4. Data Collection**

The ACRC is responsible for:

- accurate and detailed documentation of student activities
- timely collection of student data when students participate in GEAR UP activities
- assisting in gathering documentation of in-kind services provided by program partners
- assisting in the preparation of required grant-related reports focused on program implementation and student outcomes

# **Qualifications**

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*The Academic and College Readiness Coach will perform all other program duties as required.*

## **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.

## **Requirements & Qualifications**

We have two positions to fill, each requires a Bachelor's degree in Education or Academic Counseling (Master's Degree preferred) and a minimum of two (2) years of experience working with college access/youth development programs for middle and/or high school students.

**Compensation**

Bachelor's degree \$55,000

Master's degree to \$60,000