
Job Title	Return to Learning Program Coordinator
PVN ID	LE-2301-005320
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Mar 04, 2023 (Or Until Filled)

General Description

The Return to Learning Program is a grant-funded program designed to support the return of first-time, full-time students that have stopped out of Lehman College since the start of the pandemic-impacted semesters. This position reports to the grant PIs and will require an in-person schedule and Saturday and evening hours. This position is an 18-month position.

Other Duties

Job Responsibilities

- Manage the day-to-day operations of the Return to Learning Program
- Create outreach campaigns to stopped-out students via multiple outreach strategies such as email, social media, phone and text
- Meet the Return to Learning Program enrollment target per semester
- Provide individual academic transition plans for students
- Develop and assess return to learning weekend curriculum
- Assist students in addressing enrollment barriers
- Collaborate with campus offices such as financial aid, bursars, advising, etc. to support students' seamless transition back to campus
- Collaborate with Community-based organizations to support student return to campus
- Leverage technology including EAB Navigate, early alerts and communication tools to monitor students' success and semester-to-semester persistence; create interventions aimed at reducing stop outs and improving metrics for success and retention
- Manage student grants/stipends
- Coordinate in-person and online weekend workshops for students
- Connect students with Career Services and other resources on campus as needed
- Provide Academic Coaching for student participants

- Maintain data on student participation and retention from semester-to-semester

Qualifications

Minimum Qualifications

Bachelors degree in Counseling or Education or related field with a minimum of two years experience in higher education .

- Possess excellent writing skills
- Strong presentation and problem-solving skills
- Ability to adapt to the changing needs of students
- Collaborative and inclusive
- Some evening and weekend hours
- MS Office Skills (Word, PPT and Excel)