
Job Title	Academic Support Coordinator for First Year Students
PVN ID	LE-2301-005321
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	Enrollment Management
Status	Full Time
Annual Salary	\$66,300.00 - \$66,300.00
Hour(s) a Week	35
Closing Date	Mar 04, 2023 (Or Until Filled)

General Description

Lehman's Step-Up Program supports the transition of all incoming first-time, full-time students during their first year through advising, social and emotional support, and academic support. The Academic Support Coordinator for First Year Students supports the academic needs of students primarily outside of the classroom. This position reports to the grant PIs. The position is a one-year position with the possibility of an additional year extension.

Other Duties

Job Responsibilities

- Manage all aspects of academic support services for STEP UP students, as well as provide one-on-one academic support for first-year students across the disciplines.
- Facilitate general academic foundations workshops on topics including, but not limited to, study skills and time management; strategies for reading difficult texts; preparing for exams; citation and academic style; making an argument; and active listening and notetaking.
- Facilitate English conversation tables for English language learners
- Manage all aspects of academic support for STEP UP students
- 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
- Creates and maintains program data (utilization of academic support services, for example). Works with appropriate campus offices to assess the effectiveness and impact of program services.
- 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

- Develops marketing initiatives and strategies for advertising academic support services to STEP Up students
- Engages in professional development around academic support
- Manages program budget, tracks expenditures
- Facilitates collaboration with faculty to support students' academic success
- Represent STEP UP at student orientations and other program and college events
- Performs other duties as assigned by the grant PIs

Qualifications

Minimum Qualifications

Bachelor's degree in Education or related major with a minimum of one year of experience in academic support services such as tutoring, academic coaching, Supplemental Instruction (SI), Peer-Led Team Learning or related academic support activities.

- 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)