

Job Title	Academic College Readiness Coach (ACRC)
PVN ID	LE-2305-005615
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Sep 23, 2023 (Or Until Filled)

General Description

THE BRONX INSTITUTE AT LEHMAN COLLEGE

GEAR UP (GAINING EARLY AWARENESS AND READINESS FOR UNDERGRADUATE PROGRAMS) ACADEMIC COLLEGE READINESS COACH (ACRC)

Are you ready to have an impact on the lives of Bronx youth by (1) helping them thrive in school and graduate high school to enter and succeed in college; (2) expanding college-going cultures in schools; and (3) leading change by implementing strategic interventions with local partners to make education fun, exciting, and rewarding? If so, then apply to join The Bronx Institute GEAR UP program as a GEAR UP Academic College Readiness Coach (ACRC).

ACRCs provide comprehensive and consistent services to GEAR UP students in our partner New York City Department of Education schools. The Academic College Readiness Coach works under the supervision of the GEAR UP Program Director and as part of a high performing team dedicated to moving the needle on driving academic success.

Essential Duties:

1. Advisement

- The ACRC supports front-line college access and college readiness activities according to the GEAR UP service delivery plan at schools.
- The ACRC provides services and programs for middle and high school students (grades 6-12), including 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 actively engages and recruits' students to attend GEAR UP academic activities during the

school year, school recesses, and summer. Students are selected for programs according to specific criteria to ensure retention and success.

- 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 establishes a high level of engagement with participants' parents and families by having monthly electronic communications regarding college awareness and financial aid.
- The ACRC participates in student-parent-teacher conferences at assigned schools to meet with parents and provide program related information as well as supporting other school-based parent initiatives.
- The ACRC identifies and recruits' 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; and
- assisting in the preparation of required grant-related reports focused on program implementation and student outcomes.

Other Duties

The Academic and College Readiness Coach will perform all other program duties as required by the grant as well as in support of Bronx Institute operating practices.

Skills/competencies:

- Ability to work with large and small groups of students including economically-disadvantaged, first-generation college attenders, and ethnolinguistically diverse groups as well as English Learners and students with disabilities.
- Ability to plan, carry out and complete assignments in a timely manner.
- Able to troubleshoot and devise quality solutions to address emerging needs.
- 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.
- Detail-oriented with excellent attention to detail and analytical abilities.
- Strong organization, management and coordination skills.
- Experience with technology such as MS Office software applications (i.e., Word, PowerPoint), current social media, a contact management and reporting database system, and using the Internet to do related research and conduct virtual communications/presentations.

Qualifications

Requirements & Qualifications

- This position requires an earned Bachelor's degree in Education or Academic Counseling (Master's Degree desired qualification) and a minimum of two (2) years of experience working with college access/youth development programs (such as TRIO, Title III/V, NYC DYCD, NYS OCFS programs) for middle and/or high school students.
- This is primarily an in-person position conducted at Bronx schools, Lehman College, partnership sites such as Fordham University, other local colleges, and the New York Botanical Gardens among others. It also includes managing educational field trips throughout the greater New York region. Successful candidates should also be prepared to deliver services (through meetings and presentations) remotely through Zoom, Google Meet, and MS TEAMS.
- All candidates will be required to comply with current rules, regulations, and practices promulgated by Lehman College, CUNY, Research Foundation of CUNY, The New York City Department of Education, and all other partnering organizations regarding health and safety measures.

About our organization

The Bronx Institute at Lehman College was chartered by the CUNY Board of Trustees in 1981. Our mission 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 Institute has provided federal GEAR UP programs since its inception in 1999. Our GEAR UP 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.