



Job Title	Educational Opportunities Initiative Coordinator
PVN ID	LE-2504-006805
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Mexican Studies Institute
Status	Full Time
Hourly Rate	\$28.01-\$28.01
Hour(s) a Week	35
Closing Date	Jun 17, 2025 (Or Until Filled)

General Description

The Mexican Studies Institute seeks an Educational Opportunities Initiative Coordinator (EOIC).

The Educational Opportunities Initiative is a community-driven program that offers free one-on-one online and in-person consultations for New York residents, connecting them with educational services in NYC and NYS to bridge the educational gap.

The EOIC will be responsible for managing current partner relations, managing clients, creating schedules, communications, intake surveys, training, and supervising interns. The EOIC will continually research educational opportunities to offer clients the most current and effective information tailored to each case. The EOIC will be responsible for providing one-on-one educational advisement on a case-by-case basis, conducting thorough follow-ups, and maintaining confidentiality.

The EOIC will manage client cases and databases while ensuring confidentiality and following up with clients about their educational success. The EOIC will foster current and develop new partnerships, requiring spending a significant share of their time “on the field,” ensuring the EOI’s growth and high-quality services. EOIC will be responsible for creating a positive environment that promotes success and increases enrollment among the clients who seek the services of the EOI. The person will be responsible for managing multiple sites in the five boroughs. The EOIC will also be responsible for training interns to provide educational consultations with the most up-to-date information possible.

The Educational Opportunities Initiative Coordinator will create reports, charts, and graphs to illustrate the program’s performance. The EOIC is responsible for creating and/or submitting reports on different grants. This individual is responsible for the day-to-day running of the Educational Opportunities Initiative by preparing and coordinating the distribution of informational and educational materials and delivering workshops on different educational topics at NYC schools, CBOs, and the like to promote the services available in NYC.

The person in this role will be responsible for tracking the Educational Opportunities Initiative's income and expenses. This includes managing budgets, handling purchasing and accounting, overseeing stipends, and regularly preparing financial reports for various stakeholders. The EOIC will provide administrative and

program support to this administrative and academic institute by overseeing the Educational Opportunities Initiative (institute outreach program) operations and managing its budgets.

The person in this key position will report to the Assistant Director of Outreach and Partnership.

Other Duties

- The EOIC will continually research educational opportunities to offer clients the most current and effective information tailored to each case. The EOIC will be responsible for providing one-on-one educational advisement on a case-by-case basis, conducting thorough follow-ups, and maintaining confidentiality
- The EOIC will also be responsible for training interns to provide educational consultations with the most up-to-date information possible
- Develop, implement, and maintain a strategic vision for increasing the presence of the Institute throughout New York City
- Advocate for increased representation of the Institute's mission, values, and projects at key events
- Improve audience engagement by capturing and analyzing the appropriate data/metrics, insights, and best practices, and then acting on the information
- Create new and maintain current partnerships and collaborations
- Execute small and large-scale events that relate to advancing the mission of the Institute
- Support projects, initiatives, and activities that impact an academic or administrative department
- Oversee operations and assist management in planning activities, creating schedules, assigning interns projects, and creating new and maintaining current partner relationships
- Coordinate and organize materials for key events to promote the educational opportunities available
- Perform miscellaneous clerical, administrative, research, or other work related to the institute's operation
- Reserve facilities for workshops throughout CUNY, CBOs, and the Mexican Consulate
- Manage basic office functions such as communications, meeting schedules, work plans, staff assignments, and distributing information
- Collect data for, prepare, and distribute reports and presentations using word processing, spreadsheet, and presentation software
- Update office databases, lists, and files to ensure completeness and accuracy; maintain current information on department website(s); maintain department archives and collections
- Conduct internet and/or database research and perform basic systems queries to locate information related to department activities
- Maintain department fiscal plans and budgets; assist in budget administration and invoice processing
- Provide basic information, instructions, and materials as requested by students, faculty, and others who contact the department
- Supervise office staff and student workers
- Perform related duties as assigned

Qualifications

Core Competencies

- Demonstrated ability to apply a sound knowledge of best practices for managing files and records,

including preservation and protection (familiarity with FERPA guidelines)

- Demonstrated experience in student management and development in a higher education environment with diverse student populations
- Strong presentation, verbal, and interpersonal skills to successfully work with and present to diverse stakeholders in English and Spanish
- Strong work ethic, character, and personal integrity when dealing with sensitive documents
- Detail-oriented with strong organizational, writing, and editing skills in English and Spanish
- Must possess excellent communication and time management skills and the ability to prioritize work
- Organizational skills, attention to detail, and the ability to follow established processes
- Excellent customer service skills
- Some evening hours and some weekends are required

Qualifications

- Bachelor's Degree required
- Fully bilingual in both Spanish and English
- Experience supervising office staff; demonstrated ability to work as a team player
- Proficiency in MS Office, particularly MS Excel, MS Word, and MS Outlook
- Ability to work well in a student-centered, time-sensitive, dynamic, and responsive office
- Possess soft skills that promote teamwork, effective communication, collaboration, proactivity, and problem-solving
- Computer proficiency using standard Office software programs and applications
- Experience building and managing relationships with stakeholders and partners
- Comfortable using Mac devices such as MacBook, iPad, and iMac