
Job Title	Attendance Monitor / Program Assistant
PVN ID	ME-1608-001337
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	COPE Program
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	19.00
Closing Date	Oct 19, 2016 (Or Until Filled)

General Description

The COPE Program serves CUNY students collecting public welfare benefits. CUNY has a 20 year relationship with the City's Human Resources Administration (HRA) to support public assistance recipients to attend CUNY, meet HRA work obligations, graduate in a timely manner, and find gainful employment. COPE has recently revamped core programming to better support students on public assistance enrolled at CUNY. The new program model balances academic advising and personal supports with workforce preparation, leadership development, and community engagement while maintaining students' compliance with HRA regulations. This model blends elements of successful college completion programs with work opportunities, personal development, and academic excellence.

Medgar Evers College (MEC), a nationally recognized leader in urban-serving education, is one of twenty-four units within the dynamic City University New York (CUNY) System. Named for the late civil rights leader, Medgar Wiley Evers (1925-1963), the College's mission is to develop and maintain high quality, professional, career-oriented undergraduate degree programs in the context of liberal education.

Other Duties

- Support the program's efforts to meet specific numeric goals around student participation, persistence, graduation, and employment;
- Monitor and report attendance in classes, HRA Work Study, Federal Work Study, and internships utilizing the required data systems (Smart Evals, Training Provider Timekeeping System (TPTS), Daily Timekeeping System (DTS), and Research Foundation payroll)
- Work directly with faculty and on-campus work study placement sites to address attendance issues
- Complete and/or collect HRA, college, and Research Foundation paperwork;
- Provide superb customer service to students, staff, and other college departments;

- Assist in student recruitment;
- Complete data entry quickly and accurately;
- Maintain statistical data on program activities and report to funder and Central Office;
- Closely collaborate with other college departments including financial aid, the bursar, the registrar, counseling center, etc. to refer students, obtain student information, and receive referrals;
- Support student-centered events by reserving space, communicating with students, managing vendors, maintaining RSVP lists, setting up and taking down event, and creating a welcoming, supportive environment for students;
- Provide overall administrative support to program;
- Maintain student files; and
- Collect documentation for absences and maintain student files.
- Perform related duties as assigned.

Qualifications

- Associate's degree and at least one year relevant experience required, preferably in an educational or social service program serving low-income students;
- Detail-oriented with strong organizational skills;
- Strong communication skills (written, oral and interpersonal) required;
- Demonstrated ability to provide excellent customer service at all times;
- Ability to work with multiple stakeholders in a fast-paced office;
- Proficiency using standard office computer programs, systems and databases;
- Proactive and flexible, with ability to manage a varied workload, deadlines and conflicting priorities;
- Ability to speak a language in addition to English a plus; and
- Ability to work some evenings and weekends.

Reporting Responsibilities:

Reports directly to the Program Director and/or their designee.

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Salary commensurate with experience / credentials