

Job Title	Academic Coordinator
PVN ID	ME-1808-002675
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	SPCD
Status	Full Time
Annual Salary	\$35,000.00 - \$45,000.00
Hour(s) a Week	35
Closing Date	Dec 10, 2018 (Or Until Filled)

General Description

The Young Adult Borough Center (YABC) and Learning to Work Center at Thomas Jefferson Campus High School is an evening educational/youth development program that provide New York City high school students an alternative pathway to graduation. Students enrolled in YABC also include young adults who chose to leave daytime classes due to circumstances such as employment or adult responsibilities. YABC offers students an opportunity to participate in a non-traditional educational program geared toward helping them prepare for a high school diploma and making critical career choices (i.e. college, employment or vocational training). This unique program combines academic classroom instruction, tutoring, career exploration, case management, work readiness training, and subsidized internships. Students attend classes Monday through Sunday. In addition to YABC students accumulating credits toward graduation at an accelerated rate, they receive an elective credit for participating in paid internships. Our overall goal is to provide the students with internships that provide them with the skills necessary to pursue their individual career goals. Once all of the credits toward graduation have been completed students obtain a local and or regents diploma from their sending school. Duties and Responsibilities: •Coordinates the development of individualized academic support plans for each participant including but not limited to weekly tutorial services and structured study groups. •Conducts weekly reinforcement workshops in various areas as well as providing instruction in effective test taking and study skills. •Provides direction and supervision of program tutors. •Maintains a professional relationship with all instructors to discuss options for providing effective academic support services and writing support. •Complies all assessment information from completed surveys done by participants during the program's Orientation Experience. •Works closely with participants to improve their learning styles and study skills. •Offers one-on-one tutoring, examination preparation, lecture review, and math anxiety reduction. •Inputs daily contact with students regarding all academic activities by the close of business. •College Prep. Seminars. •Regents and SAT/ACT Prep. •Oversees academic specialist.

Other Duties

Other duties as assigned and deemed necessary by director for functionality of the overall program.

Qualifications

Core Competencies/Qualifications: The ideal candidate will possess a minimum bachelor's degree in a related field. Minimum 4 years in an academic setting preferably with youth between the ages of 17-21. Experience within a high school or post-secondary setting is highly preferred.