

Job Title	Project Coordinator
PVN ID	ME-1811-002822
Category	Administrative Services
Location	MEDGAR EVERS COLLEGE
Department	College Readiness
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	20.00-25.00
Closing Date	Jan 28, 2019 (Or Until Filled)

General Description

Medgar Evers College (MEC) is a nationally recognized leader in urban-serving education and is one of twenty-four colleges with the City University of New York (CUNY) system. MEC is committed to a student-centered education and advancing knowledge through scholarly research.

Reporting to the Pipeline Director, the Project Coordinator will support the continued work around the Medgar Evers College Pipeline Initiative. The Project Coordinator will work specifically on the Smart Scholar Program in partnership with a NYC Department of Education High School.

The Smart Scholar Project coordinator works under the supervision of the Medgar Evers Pipeline Director and the Assistant Principal of the HS and will be assigned projects to support, communication and coordination of the program in the high school.

Responsibilities include:

- Assist with the resolution of scholar issues regarding CUNY credits
- Provide and confirm documentation of program requirement completion to facilitate scholar college credit
- Educate scholars regarding performance and behavior expectations while in the program.

Track and monitor key program elements such as class availability, college application processes and procedures scholar graduation dates and award completion dates

- Update scholar program data using databases and spreadsheets
- Collaborate with the Career Awareness and Parental Involvement Agency to assess if Program benchmarks are met in order to track student success
- Field phone calls, email, and other correspondence from participants and their families, answer their questions regarding the program
- Assist scholars in identifying resources and documentation necessary for college
- Liaison with Smart Scholar stakeholders

- Coordinate and stay engaged with scholars
- Organize, attend and participate in school and MEC smart scholar meetings

Other Duties

Qualifications

Qualifications Required: • Bachelor's degree • Minimum 3 years of experience in education or related field • • Knowledge of the New York City Public School system (K-12)

- Experience with event planning

Must possess excellent written and verbal communication skills, customer service skills, and be proficient in Microsoft Office Suite • Ability to work well in a dynamic and fast-paced school