

Job Title	Site Monitor
PVN ID	ME-2001-003499
Category	Instruction and Social Service
Location	MEDGAR EVERS COLLEGE
Department	Liberty Partnerships Program
Status	Part Time
Hourly Rate	\$15.00-\$16.00
Hour(s) a Week	10.00-19.00
Closing Date	Mar 30, 2020 (Or Until Filled)

## General Description

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**To: Dr. Castro, Dean**

**From: Sean Anderson, Director**

**TITLE: Program Counselor- Liberty Partnerships Program.**

**DEPARTMENT:** School of Professional and Community Development

**Program Year: 2020**

**Program: Liberty Partnership Program**

**Program Description:**

Liberty Partnership provides support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their pre-college performance and ultimately in their higher education and or professional pursuits. We service students from our Target Schools

The goal of our program is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education. We are also committed to helping our students to prepare for the work force. Services are provided during the school year and during various summer programs we run.

**Position Description: Site Monitor**

The Site Monitor will be responsible for:

- Record Keeping
- Data Collection
- Monitoring of Student Activities
- Tutoring when needed
- Facilitation of Program Activities

**Position Reports Directly to:** Program Director

**Other Duties:**

- Other program related activities or special projects as assigned by Program Director

**Salary:**

Salary: \$15 an hour

Schedule: 2/10/2020 – 6/30/2020

**Core Competencies/Qualifications:**

**Qualifications:** High School Diploma and work related experience.

Approved by: \_\_\_\_\_

## Other Duties

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Other assignments as instructed.

## Qualifications

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- High School Diploma and work experience relative to this job