
Job Title	Supplemental Instruction & Student Mentor, Coordinator
PVN ID	ME-2208-004998
Category	Administrative Services
Location	MEDGAR EVERS COLLEGE
Department	PBI/SSS Grant Program
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Oct 08, 2022 (Or Until Filled)

General Description

The Coordinator, Supplemental Instruction (SI) and Student Mentor is a full-time, twelve-month position that provides leadership and coordination for the PBI Formula grant program. Responsibilities involve the supervision of two student staff and up to 35 undergraduate student employees. The position is responsible for the management of up to 60 SI sessions offered to support up to 60-course sections per year. The Coordinator, Supplemental Instruction and student Mentor, reports to the Director of the PBI- Formula grant in the office of Academic Affairs.

The SI program is a structured, peer-led academic support program targeted at courses with high rates of D, F, and W. The SI program at MEC expands steadily each year, promoting leadership development, social responsibility, and academic and professional skills among student employees while providing increasing numbers of students with academic support to reduce their likelihood of earning a D, F, or W in SI-supported courses. SI at MEC is a partner in an international network founded by the International Center for SI at the University of Missouri at Kansas City and this position will maintain the role of SI at MEC in that network by completing and maintaining the program certification through the International Center for SI and contributing to SI conferences and publications.

The Mentoring Program is a student Peer Mentor program serve to support and encourage new first year student in their adjustment to MEC and the expectations of college in general. Through one-on-one interactions and group meetings, Peer Mentors are knowledgeable guides for new students, a thoughtful facilitator who provides access to people and resources and ultimately a role model and success advocate. In addition, to identify when a student may be experiencing difficulties and develop a plan of support with the guidance of PBI Support Staff.

Other Duties

- Direct supervision, training, and support of 2 student staff, oversight of 65 student employees.
- Collect, analyze, and interpret data weekly, each semester, and annually from SI Leaders, Peer mentors, and university partners.
- Maintain SI & Peer Mentor database.
- Create assessment reporting from collected data.
- Utilize data to maintain SI certification, assess program efficacy, and make decisions about which courses should receive SI support.
- Outreach and collaboration across departments, the division and university, and service to the MEC community.
- Communicate regularly with academic departments and 40-50 faculty partners. Build and maintain connections with the international SI community.
- Manage bi-weekly student payroll process.
- Coordinate with campus partners to reserve classrooms for 1500 hours of SI sessions and Peer Mentoring sessions per year.
- Market and communicate SI and Peer Mentoring department initiatives.
- Support initiatives within department, division, and university (teaching, coaching, professional development, committees, liaison to campus partners, and other duties as assigned).

Qualifications

- Experience managing, supporting, and being a member of a large team (adjunct instructors, student leaders).
- Establishes rapport; builds and maintains effective working relationships with faculty, staff, students, and external audiences. Shows respect, compassion and empathy for others, even in difficult situations and builds an environment of trust.
- Strong communication (verbal & written), and presentation (teaching and coaching) skills. Ability to listen, analyze, and problem solve.
- Strong time management and organization skills. Ability to balance interruptions, multiple and varied tasks, and confidential information with discretion. Ability to exercise a high level of independent judgment.
- Ability to manage multiple large projects simultaneously.
- Anticipates and adapts to changing priorities and additional demands.
- Values and supports difference in others; ability to work with diverse populations including students with disabilities and/or first-generation students.
- General understanding of the developmental needs of college students.
- Knowledge of time management and learning strategies effective with college-age students. Experience developing, delivering and assessing course content (course or training).
- Experienced in presentation, coaching, and classroom management.
- Demonstrates, innovation, creativity, and professionalism.
- Ability to interpret and apply policy.
- Experience in budgeting, planning, and records management.
- General knowledge of assessment practices and experience utilizing assessment data to inform practice.
- Knowledge of existing, and comfort in learning new, university-supported technologies and software (Microsoft Office Suite, Outlook, note-keeping applications, and ability to navigate the student database).
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- A Master's Degree in a related field of study from an accredited institution, an appropriate certification of specialization, and four (4) years experience performing responsible related work, of which one year (1) involved supervising the related work of others; OR
- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than five (5) years of progressively responsible experience of related work, of which one year (1) involved supervising the work others; OR Bachelor's degree/Master's Degree preferred