

<b>Job Title</b>	Program Admissions Coordinator - Gray STEM Scholars (P/T)
<b>PVN ID</b>	MH-2306-005693
<b>Category</b>	Clerical/Office Services
<b>Location</b>	MACAULAY HONORS COLLEGE
<b>Department</b>	Academic Affairs
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$21.00-\$32.00
<b>Hour(s) a Week</b>	18.00
<b>Closing Date</b>	Mar 21, 2024 (Or Until Filled)

## General Description

Since 1847, The City University of New York has provided a path to success for generations of New Yorkers. In this rich tradition, Macaulay Honors College was established in 2001 as a consortial college linked with eight CUNY partners—Baruch College, Brooklyn College, City College of New York, College of Staten Island, Hunter College, John Jay College of Criminal Justice, Lehman College, and Queens College—to integrate the vast resources of the City University with New York’s cultural, scientific, and business communities. As a top Honors college in the nation, Macaulay offers a first-rate experiential education to high achieving students—especially those who are first generation and low income—along with access to the immersive opportunities that help them achieve big, bold dreams. Under the leadership of its new Dean, Dr. Dara N. Byrne, Macaulay Honors College is on a distinct mission to reimagine equity, excellence, and access.

Macaulay Honors College is seeking a collaborative individual to serve as the Program Admissions Coordinator for the Gray STEM Scholars Program, a new program developed to increase the number of students from underrepresented populations in STEM and, through special partnerships with the John Jay College PRISM program and Mount Sinai, prepare students for continued education and careers in research and medicine. The Program Admissions Coordinator will be helping to support students through the admissions process for this special cohort program.

Reporting to the Director of Enrollment at Macaulay Honors College, key responsibilities include:

### Admissions Support:

- Help to provide guidance and support to prospective students through the admission process through individual and group sessions that include information on program requirements and application procedures.
- Collaborate with the college staff to ensure a smooth and efficient application and enrollment process for prospective students.

### Other Duties

- Help to maintain and update program databases, lists and files to ensure completeness and accuracy
- Assist in preparing internal and external reports as needed
- Perform related duties as assigned

## Other Duties

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## Qualifications

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Bachelor's degree and 3-5 years of related experience required.

A preferred candidate will have:

- Strong interpersonal and communication skills, including public speaking and writing abilities
- Ability to build relationships and work effectively with diverse communities and stakeholders
- Highly organized and detail-oriented
- Experience assisting with event planning and coordination
- Experience in program recruitment, outreach, or admissions
- Proven commitment to diversity, equity, and inclusion in higher education