
Job Title	Program Recruitment Coordinator - Gray STEM Scholars (P/T)
PVN ID	MH-2306-005694
Category	Clerical/Office Services
Location	MACAULAY HONORS COLLEGE
Department	Academic Affairs
Status	Part Time
Hourly Rate	\$21.00-\$32.00
Hour(s) a Week	18.00
Closing Date	Aug 23, 2023 (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 motivated individual to serve as the Program Recruitment Coordinator for the Gray STEM Scholars Program, a new program 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 Enrollment Coordinator position is key to ensuring the Gray STEM Scholars Program will reach high schools throughout the five boroughs, particularly Title 1 schools, to identify and support students in applying to Macaulay Honors College under this special cohort-model program.

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

- **Recruitment Strategy Development:** Collaborate with Macaulay Honors College Director of Enrollment, Gray STEM Scholars Program Manager, and other stakeholders to help develop a recruitment strategy to attract underrepresented students to the Gray STEM Scholars program. Identify target schools, organizations, and communities to establish partnerships and outreach initiatives.
- **Outreach and Relationship Building:** Help to build and maintain new relationships with high schools, community organizations, and other relevant stakeholders to encourage students to apply to the College. Conduct outreach activities such as presentations, workshops, and information sessions to educate prospective students and their families about the program and its benefits.

- **Application Support:** Assist prospective students in navigating the application process. Provide guidance on completing applications, submitting required documents, and meeting deadlines. Offer support and resources to ensure a smooth application experience for students.
- **Campus Visit Coordination:** Help coordinate campus visits for prospective students, including scheduling tours, arranging meetings with faculty and current students, and facilitating engagement activities. Create a welcoming and inclusive environment that showcases the college's excellence in STEM and commitment to ensuring a diverse and inclusive space where all students can feel safe and thrive.
- **Event Planning:** Help to organize and execute recruitment events, including open houses, information sessions, and STEM-focused workshops.
- **Marketing and Communication:** Collaborate with Macaulay's communications department to develop marketing materials, including brochures, flyers, and digital content, to promote the program.
- **Data Collection and Analysis:** Collect data on recruitment efforts and participation in recruitment events.

Other Duties

- Assist in preparing internal and external reports as needed
- Performs related duties as assigned

Other Duties

Qualifications

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