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Job Title	CSTEP LAS/Pre-Health Coordinator
PVN ID	NY-1712-002261
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Provost Office
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Feb 18, 2018 (Or Until Filled)

## General Description

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New York City College of Technology/CUNY has been awarded a five-year Collegiate Science Technology Entry Program (CSTEP) grant from the New York State Department of Education (NYSED) to develop, implement and evaluate a comprehensive program to promote the academic success of eligible new freshmen and transfer students. To be eligible for the CSTEP program students must be full-time, a member of an underrepresented group, a NYS resident, and in a STEM or other eligible major. CSTEP will serve ~260 new students each year with support continued into the second year for returning students. A Liberal Arts and Sciences (LAS)/Pre-Health Coordinator is needed to support a cohort of students majoring in liberal arts and sciences as part of this important initiative to help students achieve their potential and reach their academic and career goals.

The LAS/Pre-Health Coordinator will help to assess the initial and continuing needs of LAS CSTEP students and make sure that they receive relevant support services, including advisement. A case management approach will be employed. They will communicate with students, faculty, and staff as needed, and maintain records. The LAS/Pre-Health Coordinator reports to the Project Manager and will assist with coordination/ communication with faculty, students, administrators and external partners, maintaining rigorous standards consistent with project design, and fulfillment of the overall project goals and deadlines. The LAS/Pre-Health Coordinator will plan and facilitate workshops on issues such as time management, advisement, choosing an appropriate major and the transfer process for continued studies, and personal development. They may develop appropriate brochures and other materials to support CSTEP recruitment or disseminate important information to students. They will schedule individual meetings at least once a semester to help students develop strategies for success and to monitor student progress. The LAS/Pre-Health Coordinator will meet with participants to discuss opportunities, advise as needed, and ensure that students are aware of careers in severe shortage areas that provide the

best opportunities to achieve stable employment after graduation. The LAS/Pre-Health Coordinator will also participate in monthly case management meetings with the Program Manager, Transfer Student Liaison, and other partners.

## Other Duties

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- Provide career and educational counseling to individuals and groups; maintain student files and contact data
- Assess students' academic and career development needs
- Assist students in setting goals and priorities for success
- Provide information regarding College policies, procedures, requirements and major offerings
- Monitor student utilization of CSTEP program services and academic performance.
- Conduct special topics workshops (e.g. financial literacy and college budget management and non-cognitive skills – learning skills, time management, etc.)

## Qualifications

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- Master's Degree in Counseling, Psychology, Higher Education or a related field. Additionally, a minimum of three years' experience providing academic and career development advising in an individual, group, or educational setting will be required.
- Excellent written, verbal and interpersonal communication skills.
- Experience collaborating with and supporting the needs of multiple stakeholders.
- Detail-oriented and ability to keep accurate, well-organized records.
- Ability to work independently and also function effectively in a complex environment.
- Experience in developing and/or providing training.
- Commitment to helping students achieve their potential and reach their academic and career goals.