



Job Title	Academic Program Specialist
PVN ID	NY-1908-003246
Category	Instruction and Social Service
Location	NYC COLLEGE OF TECHNOLOGY
Department	Continuing Education - Adult Learning Ce
Status	Full Time
Annual Salary	\$48,000.00 - \$53,000.00
Hour(s) a Week	35
Closing Date	Oct 22, 2019 (Or Until Filled)

General Description

Reporting to the Assistant Director of Education Programs and the Director of Special Projects, the Academic Program Specialist assists to oversee day-to-day operational aspects of grant-funded adult education classes, primarily at offsite locations. The Adult Learning Center (ALC) provides English to Speakers of Other Languages (ESOL), Basic Education (BE) and High School Equivalency (HSE) preparation to adult learners in downtown Brooklyn and offsite.

Responsibilities include:

- Assisting with all aspects of student enrollment and placement
- Coordinating with Data Manager and teachers to calendar, identify, and administer appropriate testing
- Assisting instructors and counselors with student management
- Working with instructors to select and implement effective content-based curricula
- Assisting with student database management and data collection
- Acting as a liaison between offsite teachers and main ALC office to ensure a smooth flow of communication
- Coordinate and participate in outreach and student retention efforts, including posting on social media and coordinating student surveys
- Assisting the Directors in hiring and supervision of staff, program development and planning, and other aspects of program management, as needed

Other Duties

- Ability to work evenings and some Saturday hours
- Ability to travel to regularly Borough Park, Brooklyn and other offsite locations

- Complete tasks as needed to support goals and initiatives of the Division of Continuing Education and the College

Qualifications

- BA in education or related field; MA in TESOL or related field preferred
- At least three years in program administration, preferably in a grant-funded program
- Bilingual English/Spanish preferred
- Relevant teaching experience in ESOL or adult basic education preparation programs
- Experience with thematic, content-based curricula
- Ability to work with a computerized database, spreadsheets, e-mail and the Internet
- Excellent writing and oral communication skills
- Well organized; able to prioritize and delegate responsibility
- Ability to juggle multiple tasks, be flexible, creative, resourceful and able to work as part of a team