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| **Job Title** | Student Success Center Program Coordinator |
| **PVN ID** | NY-2308-005780 |
| **Category** | Instruction and Social Service |
| **Location** | NYC COLLEGE OF TECHNOLOGY |
| | |
| **Department** | Student Success Center |
| **Status** | Full Time |
| **Annual Salary** | $55,000.00 - $65,000.00 |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Sep 12, 2023 (Or Until Filled) |

## General Description

Reporting to the Director of the Student Success Center, the SSC Program Coordinator is responsible for the following, among other duties in support of SSC operations

## Other Duties

- Record-keeping
  - Ensuring up to date records of appointment scheduling and check-ins for various student cohorts
- Outreach
  - Creating email content and templates for SSC Success Coach, Peer Coach and MoneyWi$e Peer Advisor outreach campaigns
  - Collaborating with SSC Communication Specialist on comprehensive and multi-modal communication plan
- Peer Coaching
  - Collaborating and coordinating with all campus peer support projects, offering access to training, networking, recognition, and other resources
  - Ensuring that SSC peer coaches are integrated into the cross-campus peer support initiative
  - Managing peer coaches' appointment scheduling and check-in records
  - Assisting SSC director with training and professional development of peer coaches
- MoneyWi$e (Financial Literacy and Education)
  - Recruiting, training and supervising peer MoneyWi$e advisors
  - Scheduling MoneyWi$e workshops
  - Providing logistical support for workshops, including coordination with content experts/presenters
- Other duties as assigned

# Qualifications

- Bachelor's degree required
- At least 2 years prior experience with demonstrated leadership in a higher education setting
- Strong written/verbal communication and interpersonal skills with ability to make presentations, foster collaborations, support effective teams, and serve as a positive ambassador for SSC programs
- Ability to participate in training of varying complexity and train others in new practices
- Strong organizational and documentation skills with attention to detail
- Computer skills, particularly Microsoft Office (Outlook, Excel, PowerPoint, and Word), and aptitude to learn new systems as needed; knowledge of EAB Navigate and CUNY First strongly preferred