
Job Title	Program Coordinator, BMI
PVN ID	PS-2109-004236
Category	Administrative Services
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	CUNY School of Professional Studies
Status	Part Time
Hourly Rate	\$30.00
Hour(s) a Week	0.00-25.00
Closing Date	Oct 26, 2021 (Or Until Filled)

General Description

About the CUNY School of Professional Studies:

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2020 Best Online Bachelor's Degree Programs.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

The CUNY Black Male Initiative (BMI) at CUNY SPS is part of a University-wide student development initiative with more than 30 projects focused on increasing matriculation, retention, and graduation rates of underrepresented students, particularly men of color. CUNY BMI is one expression of CUNY's commitment to access and diversity, and as such, BMI projects are open to all academically eligible students, faculty, and staff, without regard for race, gender, or national origin. The goal of the CUNY SPS BMI project is to integrate culturally competent peer mentoring into our [Inclusive Career Ladders](#) program. The addition of culturally competent peer mentoring into a program built to address the severe under-representation of men of color in well-paying jobs in the fields of nursing, health information management, health services administration and medical coding will strengthen our commitment to equity, diversity and inclusion in healthcare.

Description: The program coordinator will implement and assess program activities, which includes the recruitment of student mentors and mentees, academic programming, social-emotional programming, and program-specific training for the student participants. The coordinator will also work with faculty, staff, students, administration, and alumni to build partnerships across CUNY SPS to create community/School support for BMI program students.

Other Duties

Duties and Responsibilities:

Reporting to the Associate Director of Student Life, the Black Male Initiative (BMI) Program Coordinator:

- Supervises the daily operation of the CUNY SPS BMI program.
- Works closely with the CUNY SPS academic directors for the health sciences programs to integrate culturally competent peer mentoring into our Inclusive Career Ladders program.
- Implements student recruitment and selection process for the mentorship program.
- Creates communication tools, videos, and social media assets to promote the initiative, its resources and activities, and to share its successes more widely within and outside the School community.
- Responds swiftly and proactively to the needs of students.
- Implements academic and co-curricular programming for BMI students in collaboration with the Office of Student Services and other key stakeholders including student support units and academic programs. Collaborates with constituents as needed to meet program objectives.
- Supports the preparation of the annual and program reports as needed, and supports the CUNY BMI grant application process.
- In collaboration with the Office of Institutional Effectiveness and Planning, assesses programs and services in accordance with the goals of the CUNY Black Male Initiative and CUNY SPS, which include increasing in the health sciences fields the enrollment, matriculation, and retention of underrepresented students; improving the overall grade point average of underrepresented students; and increasing the graduation rate of underrepresented students.
- Monitors and records progress, engagement, academic achievement levels, retention rates, and graduation rates of participating students.
- Provides information and referral services to students who are not members, but who are interested in seeking services from BMI.
- Participates in site visits and attends the monthly meetings and events sponsored by the CUNY BMI program and hosted by various other CUNY campuses.
- Performs additional duties, as assigned by Supervisor.

Qualifications

- Bachelor's degree and two years' related experience required.

Preferred qualifications include:

- Advanced degree in a related discipline strongly preferred.
- Two years' experience working in higher education and/or a nonprofit organization that advocates on behalf of students from populations that are underrepresented in higher education.
- Demonstrated knowledge of and interest in civil rights, education, health sciences, law, public policy, student development and student leadership theories and practices.
- Strong interest in and commitment to promoting opportunity and equity in higher education, with an emphasis on the health sciences fields.
- Interest in bridging the gap between theory and practice for the benefit of students from populations that are severely underrepresented in higher education.
- Strong interpersonal communication, presentation and group facilitation skills.
- Detail oriented and accurate with strong analytical, research, evaluation, and writing skills.
- Proactive, flexible, and customer focused to work effectively with diverse members of the university community and external constituents.
- Strong organizational and follow-through skills to develop and execute work plans, prioritize work, manage large-scale projects and multiple assignments and meet deadlines.
- Computer proficiency using administrative, financial or academic programs, systems or databases, as well as social media.