

Job Title	STEP Program Coordinator
PVN ID	QB-2012-003803
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Continuing Education & Workforce Develop
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	19.00-30.00
Closing Date	Feb 23, 2021 (Or Until Filled)

General Description

STEP (**Science and Technology Entry Program**) is a pre-collegiate program that has been successfully operating at QCC (Queensborough Community College, Bayside, NY) since 2006. The program, funded by the New York State Department of Education, seeks to strengthen students' skills in science and math and motivate them to enroll in college and pursue careers in science, technology, and the licensed professions. STEP is offered to students in grades 7-12 who are either underrepresented minorities and/or economically disadvantaged.

To support this initiative, QCC is seeking an enthusiastic, personable, and detail-oriented Program Coordinator with strong operational management skills in addition to a working knowledge of the New York City's education system. Reporting to the Principal Investigator, the part-time Program Coordinator will perform a wide range of management and administrative tasks required to facilitate STEP's efficient operation. This position requires someone with energy, creativity, and flexibility, dedicated to the program's mission of connecting children from underrepresented and low-income families with the resources required to thrive academically.

Other Duties

- Provide day-to-day administrative and operational support to ensure that the program runs smoothly, efficiently, and effectively.
- General administrative/clerical duties, including data entry, record-keeping, document collection, and maintenance of an electronic database.
- Handle requests for information and data, both internal and external.
- Monitor general program email account and respond to prospective applicants.

- Prepare, modify, and maintain important shared documents (including data spreadsheets, reports, logs, reports, and memos).
- Work with students to collect documents needed for enrollment and participation in various program activities.
- Assist with organizing events, including appreciation day, career day, and related preparatory classes.
- The ability to participate in a blended working environment that includes both remote and in-person as required.

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Qualifications

- Experience working in a higher education environment preferred.
- Experience with projects involving multiple college and community stakeholders.
- General knowledge of New York City's education system and standardized testing requirements.
- Must possess strong organizational, interpersonal, and communication skills with a collaborative and solutions-oriented workstyle.
- Must demonstrate an ability to manage timelines/deadlines successfully and to achieve key targets and

milestones.

- Able to work independently and efficiently, perform multiple tasks simultaneously, and work within a team environment with staff and students.
- Must have a strong working knowledge of Microsoft Office Suite (intermediate Excel required) and work with Google Drive (particularly Google Sheets).
- Minimum of Associate's Degree preferred.