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<b>Job Title</b>	Title V Activity Director
<b>PVN ID</b>	QB-2110-004304
<b>Category</b>	Managerial and Professional
<b>Location</b>	QUEENSBOROUGH C. C.
<b>Department</b>	Office of Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$55,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Dec 07, 2021 (Or Until Filled)

## General Description

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The Office of Academic Affairs at Queensborough Community College (QCC) is seeking an Activity Director for its Department of Education Developing Hispanic-Serving Program-funded project, "Leveraging Faculty Development and Supplemental Instruction to Enhance the First-year Experience and Beyond."

The individual will support the implementation of three major projects aimed at improving outcomes for Hispanic and low-income students at QCC: (1) improving the students' first-year experience; (2) providing faculty professional development opportunities to improve pedagogy and supplemental instruction to enhance academic support; and (3) facilitating students' successful completion of online courses. The Activity Director will report to the Title V Project Director. They will coordinate the implementation process, coordinate recruitment and hiring, supervise and direct part time staff, develop a mentor training program, and support data collection. The ideal candidate will have experience in higher education, supervisory experience, and excellent communication and organizational skills.

The position is temporary and expected to last for the length of the five-year grant period, contingent upon satisfactory performance of duties and continued funding by the Department of Education.

## Other Duties

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- Support the implementation of the Title V-funded project as outlined in the grant proposal
- Support the preparation and submission the annual and final reports for the project, including data collection
- Coordinate recruitment and hiring
- Supervise and direct part time staff
- Develop a mentor training program
- Additional duties as assigned by the Title V Project Director

## Qualifications

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- Associates Degree or higher
- Three years of experience in higher education
- Excellent communication and organizational skills