

Job Title	CSTEP Office Coordinator
PVN ID	QB-2305-005589
Category	Clerical/Office Services
Location	QUEENSBOROUGH C. C.
Department	Student Affairs/ CSTEP
Status	Full Time
Annual Salary	\$40,000.00 - \$48,000.00
Hour(s) a Week	35
Closing Date	Feb 29, 2024 (Or Until Filled)

## General Description

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**Queensborough Community College** is seeking a **Full-time Office Coordinator** for The Collegiate Science Technology and Entry Program (CSTEP). The purpose of the CSTEP Program is to prepare historically underrepresented and/or economically disadvantaged college students to acquire the aptitude and skills necessary to pursue a degree program in STEM that leads to professional careers in scientific, technical, health-related or other licensed professions.

### **Description of Duties:**

- Assists director with planning, implementing and evaluating CSTEP program services and activities
- Assists director with coordinating tutorials and study groups for CSTEP students
- Assists director with planning, organizing and implementing CSTEP career activities and services
- Assists director with recruitment of CSTEP students (both for summer program and academic year)
- Assists director with maintaining communication with students via email, MS Teams, Starfish and WhatsApp and other applications
- Assists director with the collection and the compilation of data and the maintenance of student records.
- Able to provide excellent customer service to all internal and external constituencies (students, faculty, staff, and community partners)

## Other Duties

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## Qualifications

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### **Minimum Qualifications:**

- Bachelor's degree from an accredited college or university

- Experience with MS office 365 and MS Teams.
- A year of related experience in a field of education or education related support services
- Strong writing, interpersonal and organizational skills
- Experience working with culturally diverse populations