

Job Title	Schools Liaison
PVN ID	QB-2506-006875
Category	Instruction and Social Service
Location	QUEENSBOROUGH C. C.
Department	Office of Academic Affairs
Status	Part Time
Hourly Rate	\$25.00-\$25.00
Hour(s) a Week	15.00-19.00
Closing Date	Aug 03, 2025 (Or Until Filled)

General Description

The Liberty Partnerships Program is included in New York's Statewide Plan for Higher Education as a strategy to maximize the successful transition of middle and high school students into graduates, fully prepared for the rigors of higher education, and the competitive demands of a fluid workplace in a global economy.

The Queensborough Liberty Partnerships Program is one of 52 [Liberty Partnerships Programs across New York State and one of 20 Liberty Partnerships Programs in the New York City metropolitan area](#). All partnerships are between colleges and universities and middle and high schools.

Other Duties

Under the supervision of the Project Director the Schools Liaison will:

- Assist with the planning, implementation and overseeing the day-to-day Saturday, Afterschool and Summer components
- Assist in tutoring room and support the case management teamwork
- Assist with registration, enrollment management and retention efforts
- Assist with trips, conferences, college tours
- Assist with data collection, data entry and monitoring of the data bases of the project
- Assist with the preparation of mid and end of the year NYSED reports
- Attend relevant meetings and other duties as assigned

Qualifications

- A minimum of 50+ College Credits. Bachelor's Degree preferred

- Must be familiar with any of these: youth initiatives, the non-profit, government contracts, secondary and higher education, community outreach, mentoring, tutoring, teaching, counseling, and NYC public schools' climate, and pedagogies applied in afterschool programs
- Bilingual English Spanish preferred
- Must have typing skills
- Must be results oriented, committed, organized, diversity and deadline sensitive and eager to learn
- Must adhere to a flexible schedule that includes Saturdays, weekdays, evenings
- Must be available to work four full weekdays per week during the summer (July)
- Must have working knowledge of basic MS Word, Access, Power Point, Excel and spread sheets, databases and data entry basics
- Must have an interest in advancing the success of students to graduate high school, and successfully transition to their post graduation plans
- Three professional references will be requested