

---

<b>Job Title</b>	Student Case Management Specialist
<b>PVN ID</b>	QB-2506-006880
<b>Category</b>	Instruction and Social Service
<b>Location</b>	QUEENSBOROUGH C. C.

**Department**

<b>Status</b>	Full Time
<b>Annual Salary</b>	\$35,000.00 - \$37,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 06, 2025 (Or Until Filled)

## General Description

---

The Liberty Partnerships Program (LPP) is a New York State Grant Funded initiative comprised of fifty-two projects across the State that link colleges/universities with middle/high schools in order to provide college/career readiness, socio emotional, academic and cultural/recreational enrichment services for a successful graduation from high school and transition to college or any other post-graduation plans.

## Other Duties

---

The entry level Student Case Management Specialist will work closely with the case management team and under the supervision of the Project Director to assist in the following diversified duties.

- Assist the social worker, school coordinators, and counselors and ensure that a plan of work is coordinated to facilitate assessment and create/review personal learning plans (PLPs) for every student enrolled in the program
- Assist the team to engage and prepare students to participate in all the scheduled LPP special events, college tours, conferences, workshops and chaperone trips
- Assist with preparing and facilitating parent orientations
- Assist the director with the setting up of the afterschool, summer and Saturday components and with the day-to-day overseeing of the operation
- Assist with registration, retention efforts and roster management
- Assist the data manager with the maintenance of student files to ensure they include all the required documentation. Assist with the preparation of internal and state reports
- Attend mandated professional development and training meetings as assigned
- Other duties as assigned

## Qualifications

---

### **Minimum Qualifications:**

- A bachelor's degree in counseling, social work, youth development, community engagement, teaching, psychology, mentoring or any other related field required. Must have an interest in advocacy, higher education, student/youth development
- At least 2 years' experience working with middle and high school students, college and career readiness programs, higher education, DoE school's system, family and community engagement, teaching, case management, or any other related field. Familiarity with education grants a plus

### **Additional qualifications:**

- Must demonstrate a collaborative demeanor with partners, staff, faculty, campus administrators, and families/students that foster productive relationships. Must be detail and results oriented, deadline sensitive, able to prioritize work, and multitask individually and as a team player
- Must be able to sustain conversation and written communication with families in Spanish
- Must have typing skills and proficiency to work with spread sheets in MS Excel, MS Word, MS Access data bases, Google documents, data entry and internet searches, social media and the program's page in the college website
- Must be comfortable with a Tuesday through Saturday schedule during the fall and spring and weekdays during the summer session
- Some evening hours and overnight traveling required
- This position also entails lifting, unpacking and organizing/inventory of supplies, and walking within campus
- Must exhibit a strong work ethic and a sense of commitment. Must be flexible, and willing to learn