
Job Title	TOC II Program Coordinator
PVN ID	QC-2201-004475
Category	Managerial and Professional
Location	QUEENS COLLEGE
Department	School of Education
Status	Full Time
Annual Salary	\$60,000.00
Hour(s) a Week	35
Closing Date	Mar 06, 2022 (Or Until Filled)

General Description

Reporting to the Associate Dean of the School of Education (SOE), the Coordinator of the Teacher Opportunity Corps II (TOC II) Program is a member of the Dean's Office team and is responsible for assisting with providing leadership for the TOC II program. The purpose of the Teacher Opportunity Corps is to increase the rate of historically underrepresented and economically disadvantaged individuals in teaching careers. Exercising independent judgment and implementing plans to achieve the goals and objectives of the program, the successful candidate will support the SOE's vision of creating a seamless and interconnected student experience that promotes student success.

Other Duties

- Assist the Director with the implementation of a strategic plan and provide direction for the TOC program
- Build and maintain relationships with community stakeholders including K-12 and CBO partners
- Participate in direct recruiting activities and recruitment programs such as open house sessions
- Maintain, review, and analyze various recruitment databases
- Develop and coordinate the implementation of student communications
- Conduct follow-up with students from inquiry stage to admission to the program
- Coordinator and/or facilitate student seminars on various issues of importance to students
- Review student progress
- Maintain accurate tracking data and notes for each assigned student
- Provide mentorship to TOC scholars
- Prepare TOC program mid-year and end-year reports
- Liaise with internal departments such as Admissions, Financial Aid, Registrar, IT other QC offices and the New York State Education Department (NYSED) to further student success
- Manage the planning and organization of special events and programs for students, faculty, and staff
- Performs related duties as assigned.

Qualifications

Core Competencies

- A knowledge of current research on teaching and learning; culturally and linguistically relevant teaching; youth development; and restorative practices
- Experience in the creation of recruitment, marketing and communication plans
- A strong understanding of the needs and challenges of diverse student groups
- Demonstrated ability to work independently and as part of a team, within an institution of higher education and with faculty and other administrators
- Organization, project management, communication and facilitation skills
- Ability to maintain accurate and detailed records of student information
- Strong Computer skills, particularly Microsoft Office Suite (Excel, Outlook, Power Point, Word), and the aptitude to learn new systems
- Excellent written and public speaking skills

Qualifications

- A bachelor's degree in a related field from an accredited institution **and** four years related experience, of which at least one (1) year entailed working with youth, preferably in a K-12 classroom, social service or non-profit organization; master's degree preferred;
- Possession of the core competencies determined to be required at the time of hire; **AND**
- Willingness to comply with all RF policies and procedures regarding staffing, budgeting, safety, reporting, and grants administration as evidenced by signing an attestation at the time of employment.