
Job Title	Program Coordinator - Queens College AANAPISI Project (QCAP)
PVN ID	QC-2211-005224
Category	Instruction and Social Service
Location	QUEENS COLLEGE

Department

Status	Full Time
Annual Salary	\$65,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Feb 10, 2023 (Or Until Filled)

General Description

The Queens College AANAPISI Project (QCAP) at Queens College (QC), City University of New York (CUNY), aims to support the academic success, mental health, and community engagement of QC's significant, diverse, and underserved Asian American and Pacific Islander (AAPI) students, who make up 27.9% of our undergraduate population. Funded for 5 years (through September 2027) by a \$1.75+ million grant awarded by the U.S. Department of Education's Asian American and Native American Pacific Islander-Serving Institutions (AANAPISI) Program, QCAP strengthens and expands on existing student support services at QC by focusing on the specific needs of our AAPI students.

QCAP seeks a Program Coordinator to assist in administering and managing the grant and the project's various programs and activities. QCAP's programs and activities include tutoring for multilingual students; faculty development workshops on teaching multilingual and AAPI students; translation of important college documents into Asian languages; AAPI-focused mental health workshops and events; outreach to AAPI student groups; internships with AAPI community organizations; and the QCAP Resource Space, a centralized hub on campus for QCAP and AAPI student services, resources, and activities. The Program Coordinator will report to the QCAP Director.

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.

Other Duties

The Program Coordinator will

- Work closely with and assist the QCAP Director and Co-Director in administering and managing the grant and all phases of the design, implementation, promotion, and assessment of QCAP programs and activities;
- Operate and hold regular in-person office hours in the QCAP Resource Space on campus;
- Hire and supervise Student Assistants and other QCAP student workers;
- Supervise the QCAP Internship Program;
- Do outreach to QC's AAPI students and student groups;
- Track and maintain QCAP data on outcomes generated by continuous assessment and evaluation, in consultation with the QCAP Director and the External Evaluator;
- Assist with generating interim and annual reports on QCAP programs and outcomes for the U.S. Department of Education;
- Perform other duties as assigned by the QCAP Director and Co-Director.

Qualifications

- Candidates must have a bachelor's degree. A graduate degree is preferred but not required. An academic background in Asian American studies or other related fields (e.g., ethnic studies, gender and sexuality studies, urban studies, sociology, psychology, political science, social work, journalism, media studies, English, linguistics, etc.) is also preferred.
- Candidates must demonstrate relevant professional and/or service experience. At least 2 years' experience working with AAPI organizations or in higher education in New York City is preferred.
- Candidates should demonstrate familiarity with AAPI communities and issues and interest in working with diverse AAPI students to support their success and well-being and help meet their needs.
- Candidates should have strong organizational, administrative, and management skills.
- Candidates should have strong writing, communication, and interpersonal skills.
- Candidates should be proficient with computers and standard software and digital tools and platforms.

To apply, please submit:

1. a cover letter (briefly outlining your relevant experience and interests in working with AAPI communities and issues);
2. your resume or CV;
3. the names and contact information for 2–3 references.