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Job Title	Academic/OSS Coordinator
PVN ID	QC-2301-005369
Category	Instruction and Social Service
Location	QUEENS COLLEGE
Department	Office of Special Services
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Feb 28, 2023 (Or Until Filled)

## General Description

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**The Academic Coordinator/OSS Coordinator:** Will work with the TRIO students and program Director. The Academic Coordinator will answer to the Program Director for TRIO, and to the Principal Investigator. We are looking for a responsible, well organized and skilled individual in the following tasks. Such as the listed responsibilities, but not limited to the following:

The A.Coordinator will be Responsible for the following TRIO Tasks:

- Work with Lucia with TRIO.
- Will help to make the workshop presentation with Lucia
- Address all issues and making decisions when TRIO Program Director is not present
- Meet with Lucia daily to discuss updates for the week.
- Maintain numbers of students for monthly report to Director
- Monitor the TRIO students for GPA.
- Students under 2.0 GPA the Coordinator will contact the students with the Director to meet with the students and help them in developing their work study skills Until their GPA improves.
- Maintain monthly contact with the TRIO students through emails and calls: for academic coaching
- Maintain records of student progress
- Added tasks by Program Director and Principal Investigator related to the grant progress and student needs.

## Other Duties

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**The Academic Coordinator will also work with the OSS students and will be responsibilities for the**

**following duties and not limited to:**

- four weeks prior to semester, The Academic Coordinator will outreach vendors for bids for captioning and interpreting services for the students requiring those services.
- Once Bids are in, the Coordinator will send bids to Purchasing services and to OSS Director.
- Purchasing will select the vendor and inform the coordinator.
- The Coordinator will help set up the services with the selected vendor.
- The Coordinator will help send student schedules to vendors
- The Coordinator will maintain the monthly expenditure records.
- Continue Purchasing and invoices record keeping and meeting weekly with the Directors and providing them with copies of the updates
- Throughout the semester, the Coordinator will work with the Vendors
- Working with vendors "Welcoming new students" for services
- Maintain numbers of services for both OSS and TRIO and student worked with for monthly report to Director

## Qualifications

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**Requirements:**

- Must have a college education
- Work experience with vendors/ outside agencies in the field 3 years
- Work experience and have an understanding of disabled individuals
- Good skills in record keeping and bookkeeping
- Good skills in writing monthly reports
- Must have great communication skills
- Must be organized and well verse in HP/Microsoft