

Job Title	Program Coordinator
PVN ID	SI-1612-001523
Category	Administrative Services
Location	COLLEGE OF STATEN ISLAND
Department	Continuing Education and Professional De
Status	Part Time
Annual Salary	\$32,000.00
Hour(s) a Week	28.00
Closing Date	Feb 02, 2017 (Or Until Filled)

General Description

Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

The mission of the Adult Learning Center is to provide quality literacy instruction to adults. We recognize that each student has unique ambitions and abilities, and we provide our students with customized tools designed to achieve their ultimate goals – whether that be entering post-secondary education, training or employment.

The Program Coordinator is responsible for the enhancement and management of the Adult Learning Center (ALC) and the CSI HSE Testing Center. These efforts include the following activities: working closely with and providing support to students, instructors, case managers and non-instructional staff; acting as liaison to other CUNY campuses and the CUNY Office of Academic Affairs; and assisting the Director of Pre-College Programs in program administration and development in order to provide the highest possible instructional quality. The Program Coordinator reports to the Director of Pre-College Programs, provides assistance to the Director, and carries out any related tasks as instructed by the Director.

Other Duties

ALC Responsibilities include:

- Oversight and coordination of all aspects of program planning, outreach and recruitment, intake, admissions, class placements and transitions;
- Establishing assessment and testing schedules (TABE, BEST Plus, TASC Readiness);
- Monitoring student progress and addressing student issues, as needed;
- Conceptualizing and implementing college transition and career pathway workshops and events for students;
- Supporting weekly case management meetings to monitor progress of students and program goals;
- Providing day-to-day supervision of instructional and non-instructional staff, including overseeing scheduling, arranging for coverage; overseeing scheduling and coordinating work of work study students, interns, tutors, peer mentors;
- Oversight of program data collection including enrollment, educational gain, post-secondary transition, employment outcomes, program completion, HSE attainment;
- Utilizing data to inform program improvement and policies;
- Creating letters, reports, brochures, flyers for internal and external distribution;
- Assisting Director in interviewing, selecting and training of instructional and non-instructional staff;
- Working with Director to conduct formal and informal teacher observations;
- Coordinating staff development workshops with the CUNY Adult Literacy Professional Development team;
- Working with the Director on other aspects of program development and management, as needed;
- Representing and assisting the Director at public events including community outreach events, campus meetings, etc.,
- Representing and participating in CUNY Adult Literacy Program Managers meetings in Manhattan, Brooklyn or other locations as necessary;
- Attending and presenting at CUNY Adult Literacy Roundtable events;
- Other related duties as assigned.

HSE Testing Center responsibilities include:

- Attend the required annual TASC Coordinator/Examiner training;
- Oversee/Train/Hire TASC staff including examiners, proctors and clerks;
- Ensure examinee record-keeping is accurate, complete and secure;
- Order, secure and maintain all inventory including securely shipping test materials for scoring to CTB and New York State;
- Process applications for special accommodations;
- Responsible for monthly communication/invoicing to CUNY representative;
- Stay current with policy changes for High School Equivalency testing in New York State.

Qualifications

- Energetic, creative and proactive education professional with a minimum of 3 years of teaching experience preferably teaching/training diverse populations of adults, HSE and/or ESOL students.
- At least 2 years of supervisory/managerial experience.
- Master's degree in Education, Social Work or related fields is a plus.
- Experience with career counseling/training is preferred.
- Knowledge of and experience utilizing adult assessment tools including TABE and BEST Plus is

preferred.

- Knowledge of the TASC Testing in New York State as an Examiner/Coordinator is preferred.
- The ability to work independently and collaboratively in a demanding environment and adapt to changing situations and priorities is essential.
- Strong administrative and communication skills are required.
- Computer proficiency with databases, Excel, Word is essential.
- Evening and weekend hours may be required.