
Job Title	Administrative Coordinator
PVN ID	SI-1906-003158
Category	Managerial and Professional
Location	COLLEGE OF STATEN ISLAND
Department	Community Educational Engagement
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Sep 20, 2019 (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.

Recognizing that each student has unique ambitions and abilities, the mission of the Adult Literacy & Language Program (ALLP) and the CUNY Language Immersion Program (CLIP), is to provide quality literacy instruction and customized support designed to assist English Language Learners, and adults pursuing their high school equivalency diploma with achieving their goals, whether that be entering post-secondary education, training or employment.

ALLP & CLIP seeks an energetic, creative and proactive professional for the Administrative Coordinator position. The successful candidate will have experience in education as a teacher, student advisor, or program manager preferably working with diverse populations of adults, HSE and/or ESOL students. The Administrative Coordinator is responsible for the enhancement and management of the ALLP & CLIP, including working closely with and providing support to students, case managers, instructional and non-instructional staff. The Administrative Coordinator will work under the supervision of the Associate Director of Language and Literacy, and support administration with the goal of providing the highest possible quality program for staff and students.

Other Duties

- Provide daily program oversight and coordination of outreach and recruitment events, conduct student

intake and orientation sessions, class placements and transitions;

- Monitor student progress so that student issues are addressed, as needed;
- Facilitate weekly case management meetings to monitor progress of students and program goals;
- Provide day-to-day supervision of non-instructional staff, including arranging for office coverage and coordination of work for work study students, interns, tutors and peer mentors, collecting time sheets;
- Oversee and input of program data collection including enrollment, educational gain, post-secondary transition, employment outcomes, program completion, HSE attainment and utilize data to inform program improvement and policies;
- Maintain current program information and respond to staff, student and applicant inquiries;
- Assist Assoc. Director with interviews, selection and training of instructional and non-instructional staff;
- Assist the Assoc. Dir. with scheduling and filing teacher observations;
- Serve as TASC test coordinator, facilitate all operational and testing procedures for the TASC exams
- Managing student assessment (TABE, BEST Plus, TASC Readiness), including testing schedules, preparing all testing material, schedule examiner/proctors;
- Serve as an examiner as needed
- Represent CLIP and ALLP at public events including campus and community outreach events as needed
- Attend and participate in Regional Adult Education (RAEN) workshops, trainings, and other professional development workshops or meetings as necessary;
- Other program related duties or special projects as assigned.

Qualifications

- Minimum of a B.A./B.S. degree in education, social work or related field; Master's degree preferred;
- At least 2 years of office experience;
- Knowledge of and experience utilizing adult assessment tools including TASC Readiness, TABE and BEST Plus is preferred;
- Ability to work independently and collaboratively in a demanding environment and adapt to changing situations and priorities is essential;
- Excellent time management and problem solving skills;
- Excellent oral and written communication skills and ability to communicate effectively with a diverse population of students and staff;
- Computer proficiency with databases, Excel, MS Word and Outlook is essential; familiarity with New York State Education Department ASISTS database a plus;
- This position requires some evening and occasional weekend hours.