
Job Title	LaGuardia Community College Campus Coordinator
PVN ID	VA-1606-001229
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Collaborative Programs/Student Affairs
Status	Full Time
Annual Salary	\$45,000.00 - \$50,000.00
Hour(s) a Week	35
Closing Date	Aug 22, 2016 (Or Until Filled)

General Description

PROGRAM DESCRIPTION:

CUNY Collaborative Programs has developed a variety of strategies to help students from all academic backgrounds prepare for college and make a successful postsecondary transition. **CUNY LINCT to Success** (formerly *At Home in College*) is a CUNY college access, transition, and success program that represents the merger between At Home in College and Strive for Success (S4S). LINCT to Success works with nearly 3,000 students across three areas of the program--**LINCT**—Lessons in Navigating College Transition is the college access component, Bridge **to** College offers college transition supports and Strive for **Success** provides supports to first year students at our partner college campuses. The program goals are to improve student pass rates on the CUNY placement exams, to increase college enrollment and third semester retention rates, and to ultimately increase the numbers of students graduating from college.

POSITION DESCRIPTION AND DUTIES:

Strive for Success is a new initiative that links CBO colleges success counselors, campus program staff, and second-year college students who are trained to support first-year community college students during their first year on campus. The overall goal of S4S is to increase third-semester retention rates and to document promising partnership practices that help integrate new students on a community college campus.

Under the supervision of an administrative leader designated by LaGuardia Community College, the Campus Coordinator is responsible for overseeing and coordinating all aspects of the S4S at LaGuardia and for serving as the primary liaison to the staff in S4S and other program partners. The Campus Coordinator will track data in Apricot, and use Signal Vine, CUNY First, Microsoft Excel and other tools as part of his/her program management duties and to ensure quality support is provided to all Strive for Success students enrolled at LaGuardia Community College. The Campus Coordinator will help coordinate, implement and monitor

workshops with S4S college students; supervise Student Success Leaders (SSLs) who are assigned a caseload of first year students; provide outreach to participating access programs; and help develop and implement special events designed to enhance the learning experiences of all students.

Other Duties

Participants & Student Success Leaders

- Supervise and support Student Success Leaders (Student Success Leaders have at least 2 semesters/1 year of college);
- Collaborate with College Access: Research & Action (CARA) on the training and hiring of Student Success Leaders, including the development of site-based training;
- Monitor the implementation of all policies and procedures related to student recruitment and participation in program activities;
- Implement S4S program social media strategy and platform tools as a peer mentoring, community-building and student engagement, persistence and success tool;
- Develop and conduct appropriate informational and orientation activities for freshmen and SSLs;
- Assist the S4S Counselors and SSLs to develop, coordinate, implement and evaluate a series of College & Career Success workshops on campus; and
- Report on SSL outcomes in student engagement, persistence and success.

College Relations

- Develop and maintain effective relationships with the leaders in academic and student affairs divisions and administrative offices; and
- Coordinate the use of campus facilities by program staff and students.

Administrative

- Manage a yearly budget and implement an incentive strategy for optimizing student retention and success;
- Coordinate programming with program partners;
- Collect and submit all required student data in a timely manner;
- Support the documentation of campus retention activities;
- Help share best practices around college retention and success;
- Attend all necessary program meetings and trainings; and
- Perform additional duties related to the daily operation of S4S.

Qualifications

- Bachelor's degree is required.
- Knowledge of the college admissions process and expertise on college retention practices that are aligned with youth development principles, and with data collection and documentation
- Knowledge and experience working with college Bursar, Admissions, Registrar and Financial Aid

Departments

- Excellent interpersonal, organizational, and written and verbal communication skills
- Strong analytical ability
- Demonstrated ability to multi-task and produce deliverables within given deadlines
- Proven capacity to work with diverse constituencies to achieve a common agenda
- Computer skills should include MS Office suite (Word, Excel, Access, PowerPoint)
- Related experience in managing projects or programs and facilitating meetings and workshops

Interested applicants should submit both a cover letter and resume as an attachment to the RFCUNY.org website for consideration.