



Job Title	Campus Field Coordinator
PVN ID	VA-1608-001345
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	
Status	Full Time
Annual Salary	\$50,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Oct 23, 2016 (Or Until Filled)

General Description

College Access for All – Middle School Initiative: CUNY Explorers Program

Campus Field Coordinator Job Description

Under the Mayor's Equity and Excellence agenda, NYCDOE and CUNY are partnering to implement College Access for All – Middle School to ensure that every middle school student will be exposed to a college-going culture and will have the opportunity to visit a college campus. CUNY believes that middle school sets the foundation for success in high school, college, and career and will host over 22,000 middle school students for an interactive and meaningful college experience during the 2016-2017 academic year.

The Campus Field Coordinator will report to the campus administrator and will manage the development, implementation and oversight of the initiative at the campus. The Coordinator will additionally support 8 "Campus Visit Guides" across two CUNY campuses. Visit Guides are undergraduate students recruited, hired, and trained to provide an educational experience for a cohort of visiting middle school students and their chaperones. The Field Coordinator will also develop relationships with Central Office staff in Collaborative Programs and college departments/offices.

This is a grant-funded position through the CUNY Research Foundation and will be located at the following campuses: Lehman College, City College of New York, Brooklyn College, College of Staten Island, and York College. **Please indicate your preferred campus(es) in your cover letter.**

Other Duties

- In conjunction with the Central Office program team and DOE staff, coordinate school visits and work with campus and University offices to create effective program activities
- Recruit and supervise CUNY students to serve as Visit Guides on two CUNY campuses
- Manage an online scheduling system that will allow middle schools to select a visit date and provide all relevant contact information; Follow up with middle schools as needed to ensure a successful visit
- Implement an orientation training and ongoing professional and leadership development for Visit Guides
- Under the supervision of the campus administrator, manage the administrative, operational and financial aspects of the program at both campuses, including payroll for Visit Guides
- Under the supervision of the campus administrator, liaise with relevant college departments with regard to program logistics (space, student meals, workshop leaders, campus security, etc.)
- Travel regularly to both campuses to ensure program quality and to report outcomes to relevant college leaders
- Maintain a database of staff; document and submit to Central Office summaries of visits and observations
- Participate in University-wide meetings to assess evolving needs
- Support related administrative functions in the host department.

Qualifications

- A bachelor's degree is required and a master's degree strongly preferred in education, counseling, or a related field
- Bilingual, Spanish/English preferred
- Three years of experience developing and managing field work and/or experiential education programs in higher education
- Experience developing program models, evaluating performance and analyzing data/metrics
- Experience managing a multi-faceted, fast-paced, time-sensitive, and demanding student-focused and responsive operation serving both internal and external constituents
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external constituents in a large centralized public university system
- Detail oriented with strong presentation, negotiation, conflict management, mediation, and group facilitation skills
- Computer proficiency using standard office software programs/applications
- Knowledge of high school and college academic skills and requirements
- Understanding of youth development principles, especially early adolescence
- Understanding of high school and college support services and administrative processes
- Ability to listen and respond effectively to stakeholders' concerns and interests
- Ability to work independently and as part of a team

To apply:

Submit résumé and cover letter. Please indicate your preferred campus(es): Lehman College, City College of

New York, Brooklyn College, College of Staten Island, or York College.