

Job Title	Leadership Development Coordinator
PVN ID	VA-1709-002050
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of K-16 Initiatives
Status	Full Time
Annual Salary	\$59,000.00 - \$64,000.00
Hour(s) a Week	35
Closing Date	Oct 09, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY) Office of K-16 Initiatives seeks to hire a Coordinator for its Campus Engagement Programs. CUNY K-16 Initiatives work with NYC public schools to increase students' college access and success, facilitating their transition to post-secondary education and careers. Campus Engagement Programs work to strengthen the middle school to college pipeline by offering comprehensive advisement and college readiness supports to middle school, high school and first year college students.

The Coordinator will work under the auspices of K-16's Campus Engagement Programs in downtown Brooklyn, which includes Explorers, Strive for Success, and NYGEAR UP. The Coordinator will assist in the day-to-day management of the three campus engagement programs and will be specifically tasked with the design and implementation of a leadership/workforce development program for college student Visit Guides. The Leadership curriculum will focus on the habits, attitudes and skills necessary to achieving long-term college and career success.

Other Duties

The Coordinator will work collaboratively with the entire Campus Engagement Program team. The Coordinator will:

- Design and deliver a leadership/workforce development training program for Explorers Visit Guides;
- Coordinate all aspects of the training series for the visit guides, including scheduling and communicating with students, traveling to campuses, and consulting with experts and guest speakers;
- Assist with program evaluation and assessment to gauge quality and effectiveness;
- Assist with development and facilitation of program staff trainings, orientations, and monthly meetings;
- Participate as a team member to plan, reflect upon, and adjust program structure and strategy in a process of continuous improvement;
- Liaise with key staff at the NYCDOE and CUNY campuses to support program management;

- Conduct administrative tasks connected to supporting the program;
- Travel to 13+ partner campuses as needed.

Qualifications

- Bachelors' Degree and at least five years of experience in K-12 and/or higher education or a related non-profit field
- Experience with workshop facilitation and development, program coordination, curriculum development and/or instructional design
- Knowledge of education policy issues, especially those related to college & career readiness and a deep understanding of access and equity issues
- Ability to think strategically and develop programs and plans to achieve organizational goals
- Ability to communicate effectively with people at all levels from staff to senior leaders
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment
- Ability to travel to multiple sites throughout NYC
- Proficiency in Microsoft Office products and internet research