

<b>Job Title</b>	PERC Program Coordinator - Peer Enabled Restructured Classro
<b>PVN ID</b>	VA-1709-002065
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	K-16 Initiatives
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$55,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 11, 2017 (Or Until Filled)

## General Description

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The City University of New York (CUNY) Office of K-16 Initiatives seeks to hire a program coordinator for the **Peer Enabled Restructured Classroom (PERC) Program**. The PERC coordinator will work under the auspices of K-16's Office of STEM Initiatives to support the implementation and administration of PERC's peer-led instruction model.

K-16 Initiatives works primarily with the city's public school students and out-of-school youth providing opportunities to take college credit and pre-college preparatory courses, as well as offering college advisory and awareness workshops. **The Peer Enabled Restructured Classroom (PERC)** transforms students who have yet to meet college-ready benchmarks into scholars by placing them in the role of teacher. In restructured math and science classrooms, **Teaching Assistant Scholars (TASs)** work under the guidance of a teacher to instruct small groups of their peers. Along the way, the TASs learn the material, become academic role models, and build the skills they need to succeed in college.

## Other Duties

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The PERC program coordinator will report to the Assistant Director of PERC and will work collaboratively with entire PERC team. The coordinator will:

- **Expand on and maintain the TAS pipeline** including a robust catalog of courses, internships, conferences and opportunities for PERC and TAS students; and track students through the pipeline.
- **Implement the PERC summer program** for summer school students and TAS interns including enrollment, course administration, and attendance tracking and reporting.
- **Support PERC PD coordinators** as needed.
- **Support site visits by public and private partners** to bring attention and support to the PERC model.

- **Update PERC materials** as needed to maintain relevant and timely printed, online and verbal content.
- **Collect data and report** on teacher and students outcomes
- Complete related programmatic and administrative tasks as needed.

## Qualifications

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Qualified applicants must have:

- A commitment to quality and equitable education;
- Experience working with high school-aged students in an educational setting;
- Experience with program coordination and related administrative tasks;
- A proven track record of being highly dependable, collaborative, and creative.
- A willingness to travel throughout NYC and work offsite at schools.
- A bachelor's degree in education or a related field.