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<b>Job Title</b>	Program Coordinator - College Bridge for All
<b>PVN ID</b>	VA-1812-002867
<b>Category</b>	Instruction and Social Service
<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>	\$55,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	May 15, 2023 (Or Until Filled)

## General Description

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The City University of New York's Office K-16 Initiatives supports the partnership between CUNY and the New York City Department of Education—the two largest education systems of their kind in the country. As part of the University's recently announced strategic framework, CUNY pledged to work with its partners to help ensure that a larger number of entering students are prepared, starting with early education and assisting them up to and through high school.

As part of this work, CUNY K-16 Initiatives runs College Bridge for All in partnership with the NYC DOE's College and Career Planning Team. College Bridge for All aims to increase college enrollment by offering a student-centered approach to effective guidance by hiring and training a current college student to support graduating seniors at participating high schools to complete all steps to matriculate in post-secondary opportunities.

Reporting to the Associate Director of College Counseling Initiatives, the Program Coordinator will be responsible for directly supporting College Coaches in College Bridge for All and developing and maintaining systems to facilitate the day-to-day operations of College Counseling Initiatives.

## Other Duties

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- Lead communication with College Coaches through hiring, onboarding and work cycle regarding attendance, timesheets, and support needs
- Assist with management of the training series for the College Coaches, from assessment through implementation to evaluation.
- Manage coach work in database by reviewing coach work and providing follow up as needed
- Organize special events for College Coaches including and end of year celebration
- Support the collection of data regarding Coach work and student outcomes and use data to inform continuous program improvement

- Support in recruiting and onboarding participating schools
- Manage program participant databases

## Qualifications

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- Undergraduate degree required
- Minimum 2 years of work experience in college access and success (*can include part time*)
- Experience coordinating program elements
- Youth development experience and commitment to college access and success work
- Collaborative and results-oriented approach to work
- Excellent communication skills, especially in writing and public speaking.
- Excellent relationship management and interpersonal skills
- Enthusiasm, commitment to excellence, highly organized and detail oriented.
- The ability to handle multiple tasks with organization and accuracy
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)
- Experience with program coordination and using data to inform future work