

Job Title	COPE Program Coordinator
PVN ID	YC-1607-001289
Category	Instruction and Social Service
Location	YORK COLLEGE
Department	SEEK Program
Status	Full Time
Annual Salary	\$40,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Aug 24, 2016 (Or Until Filled)

General Description

- Provide direct student services to support students through to graduation including:
 - individual and group academic advising sessions for a caseload of up to 100 students using an “intrusive advisement” model,
 - individual student assessments,
 - internships, scholarships, and opportunity program application assistance,
 - degree mapping,
 - HRA case, family, work, scheduling, and academic issue resolution; and
 - personal, professional, and career development seminar series facilitation *where capacity exists*;
- Ensure the college meets its specific numeric goals around student participation, persistence, graduation, and employment. This will include:
 - Setting weekly, monthly, and semester objectives to reach larger goals,
 - Tracking and reporting student progress, and
 - Making data-driven course corrections throughout the year.
- Work closely with college leadership and the Central Office to ensure program quality;
- Collaborate with CUNY community college staff members to ensure a strong handoff between the community and senior colleges;
- Monitor budget and manage program funds effectively;
- Liaise with Human Resources Administration (HRA) contact to help with HRA compliance issues;
- Cultivate relationships and closely collaborate with other college departments including financial aid, the bursar, the registrar, counseling center, etc. to refer students, obtain student information, and receive referrals;
- Manage individual day-to-day workload, with attention to the academic calendar;
- Communicate program priorities to campus leadership and staff;
- Serve as an expert regarding COPE program policies and procedures at the college;
- Prepare FIA letters at the beginning of each semester for students and use course schedule to advise students on academic progress;
- Monitor and report attendance in classes, work, and internships; for students enrolled in the HRA Work Study Program, monitor and report work study hours in various reporting systems as well;

- Complete data entry quickly and accurately;
- Recruit new students to participate in program including holding information sessions about program services;
- Organize student-centered events as needed;
- Identify on-campus HRA Work Study placement slots for a WSP caseload;
- Maintain student files;
- Maintain statistical data on program activities and report to funder and Central Office; and
- Performs related duties as assigned.

Other Duties

- Attend monthly meetings off campus
- May be required to work some evenings and or weekends

Qualifications

- Bachelor's degree and at least four years' relevant experience required, preferably in an educational or social service program serving low-income students;
- Advanced degree in a related field preferred;
- Detail-oriented with strong organizational skills;
- Outstanding communication skills (written, oral and interpersonal) required;
- Ability to academically advise students and support them to meet their educational and work goals;
- Ability to work with multiple stakeholders in a fast-paced office;
- Proficiency using standard office computer programs, systems and databases;
- Experience collecting, reporting, and using data to make strategic decisions; and
- Proactive and flexible, with ability to establish plans and manage a varied workload, deadlines and conflicting priorities.