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<b>Job Title</b>	Program Coordinator/Success Coach
<b>PVN ID</b>	NY-1603-001059
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Provost's Office
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$54,000.00 - \$59,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 08, 2016 (Or Until Filled)

## General Description

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New York City College of Technology/CUNY has been awarded a five-year Collegiate Science Technology Entry Program (CSTEP) grant from the New York State Department of Education (NYSDoE) to develop, implement and evaluate a comprehensive program to promote the academic success of eligible new freshmen and transfer students. To be eligible for the CSTEP program students must be full-time, a member of an underrepresented group, a NYS resident, and in a STEM or other eligible major. CSTEP will serve ~260 new students each year with support continued into the second year for returning students. A Liberal Arts and Sciences (LAS) Coordinator/Success Coach is needed to support a cohort of students majoring in liberal arts and sciences as part of this important initiative to help students achieve their potential and reach their academic and career goals.

The LAS Coordinator/Success Coach will help to assess the initial and continuing needs of LAS CSTEP students and make sure that they receive relevant support services, including advisement. A case management approach will be employed. They will communicate with students, faculty and staff as needed, and maintain records. The LAS Coordinator/Success Coach reports to the Project Manager and will assist with coordination/ communication with faculty, students, administrators and external partners, maintaining rigorous standards consistent with project design, and fulfillment of the overall project goals and deadlines. The LAS Coordinator/Success Coach will plan and facilitate workshops on issues such as time management, advisement, choosing an appropriate major and the transfer process for continued studies, and personal development. They may develop appropriate brochures and other materials to support CSTEP recruitment or disseminate important information to students. They will schedule individual meetings at least once a semester to help students develop strategies for success and to monitor student progress. The LAS Coordinator/Success Coach will meet with participants to discuss opportunities, advise as needed, and ensure that students are aware of careers in severe shortage areas that provide the best opportunities to achieve stable employment after graduation. The LAS Coordinator/Success Coach will also participate in monthly case management meetings with the Program Manager, tutors and other partners.

## Other Duties

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- Provide personal, career and educational counseling to individuals and groups; maintain student files and contact data
- Assess students' academic, personal and career development needs
- Assist students in setting goals and priorities for success
- Provide information regarding college policies, procedures, requirements and major offerings
- Monitor student utilization of CSTEP program services and academic performance.
- Organize special topics workshops (e.g. financial literacy and college budget management and non-cognitive skills – learning skills, time management, etc.)

## Qualifications

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1. Master's Degree in Counseling, Social Work, or a related field with graduate coursework in counseling theory and practice. Additionally, a minimum of three years' experience providing personal, academic and career development advising in an individual, group, or educational setting will be required.
2. Excellent written, verbal and interpersonal communication skills
3. Experience collaborating with and supporting the needs of multiple stakeholders
4. Detail-oriented and ability to keep accurate, well-organized records
5. Ability to work independently and also function effectively in a complex environment
6. Experience in developing and/or providing training
7. Commitment to helping students achieve their potential and reach their academic and career goals.