

# Job Description

Job Title:	Academic Resource Center Specialist - Student Success Coaching Unit
Job ID:	12806
Location:	Hostos Community College
Full/Part Time:	Full-Time
Regular/Temporary:	Regular

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## GENERAL DUTIES

- Administers the activities of a learning resource or support center.
- Supports the design and delivery of academic resources such as tutoring, remedial and other student programs and services, delivered in a variety of modes, including on-line
  - Produces and administers training programs, lectures, workshops, seminars and special events
  - Collaborates with various College offices to improve student and faculty services; implements new services and assures existing services are effectively provided.
  - Serves as resource expert for students and faculty regarding center policies and procedures, and if needed, technology issues related to their learning experience
  - May assist and/or supervise office operations and/or department budget
  - Performs related duties as assigned.

Job Title Name: Academic Resource Center Specialist

## CONTRACT TITLE

Higher Education Assistant

## FLSA

Exempt

## CAMPUS SPECIFIC INFORMATION

- Hostos Community College has initiated an important innovation in the operation of the College and the lives of its students. The Student Success Coaching Unit will meet the multifaceted advisement needs of its students in order to increase student success and degree completion.
- Student Success Coaches are responsible for the following:
- Develop a personal, collaborative relationship with assigned students and provide individualized guidance and ongoing feedback.
  - Assess student needs and connect them to existing college resources; identify resources to enhance both academic success and personal development.
  - Assist in the implementation of action plans to achieve student-defined success.
  - Encourage students to achieve self-awareness and identify their strengths, values, and interests.
  - Assist students in developing decision-making skills.
  - Support students in honing time management skills to better utilize time, prioritize commitments, and meet deadlines.
  - Provide students with "study smarter" techniques through a wide assortment of active reading, test taking, and task analysis strategies.

- Intervene with appropriate program support services and referrals to faculty learning resources and/or college Student Development services.
- Track student success based on University and College Wide Retention Performance indicators; evaluate, document, and report on student academic participation and progress.

**MINIMUM QUALIFICATIONS**

Bachelor's degree and four years' related experience required.

**COMPENSATION**

Salary commensurate with education and experience.

**BENEFITS**

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

**HOW TO APPLY**

Applicants must apply online by accessing the CUNY website at [www.cuny.edu](http://www.cuny.edu) and navigating to the following links: "Employment" and "Search Job Listings."

Please attach resume, cover letter, and the names, addresses, and telephone numbers of three professional references

**CLOSING DATE**

June 3, 2015

**JOB SEARCH CATEGORY**

CUNY Job Posting: Managerial/Professional

**EQUAL EMPLOYMENT OPPORTUNITY**

We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.