Job Description

Job Title: Academic Resource Center Coordinator - Student Success Coaching Unit
Job ID: 13763
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Hostos Community College is seeking a Academic Resource Center Coordinator for the Student Success Coaching Unit. Reporting directly to the Academic Resource Center Director, the selected candidate will be responsible for the following:
- Coordinating and facilitating freshman orientations; following up with students who participate in freshman orientation; and making recommendations for improvements.
- Conducting and tracking outreach efforts to students.
- Facilitating scripting and lists for telemarketing systems.
- Coordinating workshops and other academic support services for small groups of students in collaboration with the coaches to determine student needs.
- Collecting data and assisting with reports preparation.

QUALIFICATIONS

Bachelor's degree required. Availability to work evening and weekend hours is preferred.

CUNY TITLE OVERVIEW

Provides operational and analytical support for a learning resource center.
- Assists in providing academic resources such as tutoring, remedial and/or other targeted student support services
- Maintains center records including student files; prepares reports and surveys; collects and maintains statistical data on center activities
- Assists with the planning, scheduling and execution of training programs, lectures, workshops, meetings and special events
- Acts as a liaison to various College offices to ensure smooth operations and quality service
- Serves as resource person for students and faculty regarding center policies and procedures; conducts basic research as assigned.
- May schedule individual and group sessions for students
- May supervise part-time and/or clerical staff; may monitor department budget
- Performs related duties as assigned.

Job Title Name: Academic Resources Center Coordinator

CUNY TITLE

Assistant to HEO
FLSA

Non-exempt

COMPENSATION AND BENEFITS

$38,407 - $43,662

CUNY's benefits contribute significantly to total compensation, supporting health and wellness, financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at 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

January 16, 2016

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.