Job Title: Assistant Coordinator and Program Counselor - Conexiónes Program

Closing Date: Dec 23, 2020 (or Until Filled with review of applications to begin immediately)

Job Category: Student Affairs

Location: City University of New York

City/Cities: New York, NY

Position Type: Contract

Salary: $60,000.00 - $80,000.00

Job Description:
The Assistant Coordinator and Program Counselor will report to the Program Director. This is a grant-funded position through the U.S. Department of Education under the Title V- Strengthening Hispanic Serving Institutions initiative.

Responsibilities:

- Assist in managing the Conexiónes Program, including assisting with the planning, facilitation, and assessment of the outreach, recruitment, orientation, advising, registration, and support activities of the program.
- Respond to the needs of Conexiónes Program students by implementing intervention strategies to support their personal and academic success.
- Serve as a program consultant to campus colleagues for students’ academic and behavioral cases.
- Develop and conduct workshops and seminars for psycho-educational, social, and academic issues.
- Implement and assess academic and co-curricular initiatives to support these students and assess student learning, particularly students’ development of co-curricular competencies.
- Effectively manage data to identify trends and verify the retention and graduation status of students in the program and conduct completion-focused outreach.
- Implement consistent and effective assessment practices to refine the area’s programs and prepare program reports each semester.
- Collaborate with partnering campus offices to ensure coordination of wraparound services.
- Edit, update and expand the presence of the Conexiónes Program on the College’s website and through social media platforms.
- Represent Conexiónes Program at college-wide events such as orientations, outreach, and retention initiatives.
- Provide students with excellent customer service both in-person through the college’s platforms for distance learning and services.

Secondary Responsibilities:

- Deliver psychological and social services, including psychosocial evaluation and treatment, advocacy, support, and direct care.
- Counsel and provide crisis intervention and resources for students, including assessment and treatment of behavioral problems.
- Prepare case management notes and make recommendations for further action and/or referral.
- Some evening/weekend hours are required.
- Other duties as assigned.
QUALIFICATIONS

- Master’s degree in Social Work, Counseling, Student Personnel Administration, Higher Education, or a related field required. Licensed Social Workers preferred.
- Must be fully bilingual with fluency in English and Spanish (reading, writing, and speaking).
- Experience with current higher education practice, theory, and research preferred.
- Knowledge of best practices in student success program implementation, with an emphasis on research, assessment, and data-informed decision making.
  - Established record of successful implementation of student programs for a diverse student population and successful college-wide collaborations preferred.

How to Apply:

Candidates should apply directly using https://www.rfcuny.org/careers/postings?pvnID=BM-2010-003750