Job Title: Program Coordinator

Closing Date: This position is open Until Filled (the review of applications to begin immediately)

Job Category: College Assistant

Location: BMCC (hybrid)

City/Cities: Brooklyn, NY

Position Type: Part Time

Salary: $25.21/hour 20 hours a week

Job Description:

This is a grant funded position. The candidate will be responsible for coordinating the details of the Gaining Academic Insight and New Strategies Program using a strengths-based, holistic student approach. The GAINS Program is a cohort specific pilot program with the goal of assisting students to regain good academic standing through a growth mindset lens. We seek an individual invested in equity and inclusiveness, who has experience with program development, grant-funding, and knowledge of sensitivity to the needs of diverse student populations. The Program Coordinator will also assist in the marketing of the cohort program with an emphasis on de-stigmatizing academic success challenges.

This is a part time position that will be a hybrid model (some in person days may be required). Candidate must be able to dedicate 20 hours every week to this position. Applicants will be considered until the job has been filled.

Responsibilities:

This position reports to the G.A.I.N.S. Program Manager in the Counseling Center and will perform the following:

- Create culturally relevant workshops including skills and strategies to advance academic performance and restore good academic standing.
- Lead and organize workshops and trainings sessions for faculty, staff, and students.
- Create activities to engage students into the G.A.I.N.S. Program
- Connect students to BMCC resources and student programs to support their retention, persistence, and completion.
- Collaborate with the Academic Advisement and Transfer Center (AATC) lead to monitor and support students’ academic progress through to the restoration of good academic standing.
- Moderate the online FaceBook G.A.I.N.S. Group for appropriateness of posts and adherence to guidelines
- In conjunction with program manager, create assessment tools and systems to track student participation and progress.
- Refer students to various community and college resources to remove barriers for student success in completion.
- Liaise between student and resources to achieve college success and build bundled assets to reduce students' need to connect with multiple resource agencies.

Qualifications:

- A Bachelor’s Degree
- A Master’s degree in an appropriate discipline (Higher Education, Public Health, Counseling) OR a current graduate student in an equivalent program.
- Previous work experience in a Higher Education Facility and/or with grant funded programming.
Preferred Qualifications:

- Knowledge of Academic and Financial Aid policies. Ability to troubleshoot and anticipate for resolutions.
- Knowledge of an experience in student support programs/resources.
- Knowledge of and commitment to practicing privacy principles, including FERPA and other state and federal privacy guidelines.
- Skill in designing and implementing culturally relevant student programming.
- Knowledge of community counseling services resources.
- Knowledge of college policies and procedures.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.

How to Apply:

Candidates should send Resume and Cover Letter to Neda Hajizadeh at nhajizadeh@bmcc.cuny.edu

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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.