GENERAL DUTIES

- Coordinate, train and supervise SI leaders in the SI program;
- Develop improvement plans and goals with SI leaders;
- Assist SI leaders in planning and organizing SI sessions;
- Encourage and assist SI leaders in implementing collaborative learning techniques into their SI sessions;
- Ensure SI leaders complete necessary paperwork required for program management and evaluation purposes;
- Collaborate with faculty and administrative staff on matters related to SI;
- Promote the SI program to faculty and students;
- Manage data collection of the SI program and complete required reports at the end of each semester
- Prepare agendas and other materials for weekly SI staff meetings and SI leader training;
- Update and maintain current SI leader lists, schedules, and other required paperwork each semester;
- Prepare, distribute, and coordinate SI promotional materials; and
- Maintain email distribution lists for SI leaders and faculty.
- Perform other duties as assigned

CONTRACT TITLE
College Assistant/SI Training and Assessment Coordinator

FLSA
Non-exempt

MINIMUM QUALIFICATIONS

- Bachelor’s degree required and at least two years of relevant experience preferred;
- Supervisory experience required;
- Experience in successfully creating and presenting workshops;
- Knowledge of best practices relevant to academic support;
- Excellent written and oral communication skills
COMPENSATION

$20.00

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

Please send Resume to: Nandrani Algu – nalgu@bmcc.cuny.edu

CLOSING DATE

Open until filled

JOB SEARCH CATEGORY

CUNY Job Posting: Support Staff

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.