

# THE CITY UNIVERSITY OF NEW YORK

## CAREER OPPORTUNITY

### New York City College of Technology

<b>Title</b>	<b>Coordinator, College Now Program (Higher Education Assistant - Academic Program Specialist)</b>
<b>Location/Department</b>	
<b>Position Detail</b>	
<b>FLSA Status</b>	Exempt
<b>Compensation</b>	Commensurate with education and experience.
<b>Web Site</b>	<a href="http://www.citytech.cuny.edu/">http://www.citytech.cuny.edu/</a>
<b>Notice Number</b>	<b>MP16392</b>
<b>Closing Date</b>	<b>Open until filled with review of resumes to begin 7/30/09</b>

#### POSITION DESCRIPTION AND DUTIES

College Now, a collaborative Program of the City University of New York (CUNY) and the New York City Department of Education provides students with a bridge between high school and college, offering a broad array of awareness and preparedness programs. The College Now program at City Tech offers credit and non-credit courses and workshops to over 1,200 students from over 35 partner high schools. For more information, see: <http://www.collegenow.cuny.edu/>.

Under the supervision of the Director of Collaborative Programs, the CUNY College Now Coordinator is responsible for coordinating, managing, and implementing all aspects of the program and for serving as the primary liaison to partner high schools, College Now administrative and academic staff, student participants, and parents.

Responsibilities, include but are not limited to:

- Develop and maintain effective working relationships with the leadership and liaisons at participating high schools, City Tech College, and Central Administration, as need to support a superior academic program, increase student enrollment and sustain participation.
- Develop and monitor the implementation of all policies, procedures, and programs related to student recruitment, eligibility for enrollment in different types of activities, course placement, attendance, retention, continuity, and

program assessment in support of program goals.

- Develop and maintain effective working relationships with faculty and staff in academic departments and administrative offices at the college.
- Under the supervision of the Director and in accordance with overall College Now priorities, policies and procedures, manage the development and implementation of an annual plan of education activities and corresponding budget, and submission of reports.
- Develop and conduct informational and orientation activities on program policies and procedures for staff, partner high schools, students, and parents, etc.
- Assistant Director of Collaborative Programs with other related high school and CUNY program initiatives.
- Supports program development, including proposal writing.
- Perform other related duties as assigned by the Director.

## **QUALIFICATION REQUIREMENTS**

A bachelor's degree and four years experience in pre-college or related project coordination required; a master's degree is strongly preferred and can substitute for one year of the required experience. The candidate will have excellent interpersonal, communication, organizational, time-management skills, as well as a strong work ethic and commitment for success. Further, the candidate will be able to work on a flexible schedule (evenings and Saturdays for a minimum 40 weeks a year) with individuals in a diverse community.

## **TO APPLY**

**Send cover letter of introduction and resume.**

Address:

Electronically (preferred): [isr@citytech.cuny.edu](mailto:isr@citytech.cuny.edu)

Subject line: College Now Coordinator

-OR-

Ms. M. Harris, N321

Director, ISR

New York City College of Technology

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Brooklyn, NY 11201

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The City University of New York  
An Equal Employment Opportunity/Affirmative Action/Immigration Reform and Control Act/  
Americans with Disabilities Act Employer

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