

THE CITY UNIVERSITY OF NEW YORK

CAREER OPPORTUNITY

NEW YORK CITY COLLEGE OF TECHNOLOGY

Title	College Connection Coordinator (EOC Higher Education Assistant)
Location/Department	Brooklyn EOC – Academic Affairs
Position Detail	Managerial and Professional
FLSA Status	Non-Exempt
Compensation	Commensurate with education and experience.
Web Site	www.citytech.cuny.edu
Notice Number	
Closing Date	Open Until Filled

POSITION DESCRIPTION AND DUTIES

The College Connection Coordinator reports to the Associate Director for Academic Affairs and is responsible for administering all aspects of the BEOC college prep program both on the BEOC and CSI campus.

- Serves as liaison with appropriate offices at local CUNY colleges including the Admissions Office, the Counseling Office, the Academic Testing Office, the SEEK Office, the Registrar's Office, etc.
- Serves as liaison with SUNY and private colleges
- Serves as liaison with the Instructional Support Services Office on the campus of the College of Staten Island. Weekly campus visits may be required
- Educates students about colleges; advises students on the college admissions process, trends, procedures, and testing; advising and supporting students as they go through the process; and helping students aspire realistically and choose wisely
- Meets with students individually and in groups, to talk about process and individual college choices.
- Maintains and disseminates information about standardized tests such as SAT and ACT
- Coordinates the ACT test recommendation process
- Compiles information on student retention, completion, ACT pass rates, and college admissions

- Serves on committees as required
- Other duties as assigned
- Evening/Saturday schedule may be required
- Performs other duties, as assigned

QUALIFICATION REQUIREMENTS

- He/she must have had at least four years of experience in one or more related areas and be sufficiently adaptable to apply such experience to the field in which his/her responsibility will lie. He/she must possess at least a baccalaureate degree and show definite potential for significant achievement and growth in the area to which he/she is assigned. An appropriate combination of education above the baccalaureate degree and demonstrable skills and/or years of experience may be substituted for the four years of experience in determining qualifications for the position of higher education assistant.
- Necessary skills include excellent written and verbal communication skills, strong organizational capability and the ability to meet deadlines. Experience in college admissions or high school college counseling, teaching experience, and computer skills are plusses.
- The ideal candidate will have the ability to respond effectively to the needs of a diverse and demanding student population; knowledge of colleges, their academic programs, admission policies, and financial policies and procedures.

TO APPLY

Letter of interest and resume.

College Connection Coordinator Search
Business Office
SUNY – Brooklyn Educational Opportunity Center
111 Livingston Street, Room 400
Brooklyn, NY 11201

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