

\$Job Title: Non-Teaching Adjunct – Program Coordinator

Location: College of Staten Island

Full/Part Time: Part-Time

Effective: July 1, 2024 – August 9, 2024

Special Programs in partnership with the College of Staten Island is seeking a dedicated and responsible individual to serve as a program coordinator for the STEM Academy. The program coordinator must live in Dolphin Cove Resident Hall with STEM Academy students providing guidance and support for the program's duration. This position requires individuals who are compassionate, reliable, and capable of fostering a safe and inclusive living environment conducive to learning and personal growth.

Responsibilities:

- Maintain a visible presence within the residence hall, monitoring student activities and enforcing program rules and policies.
- Collaborate with Special Programs, Dolphin Cove, STEM Academy staff program to ensure a secure and supportive living environment.
- Serve as a resource for STEM Academy students, offering guidance, encouragement, and support as they navigate the program experience.
- Develop and execute activities that create a sense of community and camaraderie among students through organized social activities, group discussions, and team-building exercises.
- Assist with any personal or academic concerns raised by students, connecting them with appropriate resources and support services as needed.
- Maintain accurate records of student attendance in activities, incidents, and any relevant information related to dormitory residents.
- Assist with check-in and check-out procedures for students arriving and departing from the program and Dolphin Cove Resident Hall
- Assist with logistical arrangements such as room assignments, key distribution, and facility maintenance as needed.
- Communicate regularly with Special Programs, Dolphin Cove, and other STEM Academy staff members to report on student behavior, concerns, and any notable developments.
- Serve as a point of contact for students in need of assistance outside of regular program hours, providing support and guidance as appropriate.

QUALIFICATIONS

Bachelor's degree in area(s) of expertise, and the ability to teach successfully.

Preferred Qualifications include:

- Prior experience working with college students or youth
- Prior experience working with college students or youth in a residential setting is preferred
- Excellent communication and interpersonal skills
- Strong organizational and time management abilities, with a proactive approach to problem-solving.
- Flexibility to work non-traditional hours, including evenings and weekends, as required by the program schedule.

COMPENSATION

\$47.42 – \$65.05

Salary commensurate with education and experience.

HOW TO APPLY

To apply, please send your resume/CV to: specialprograms@cuny.edu. Please include the subject line “NTA – Program Coordinator Position” in all email correspondence.

CLOSING DATE

June 17, 2024

JOB SEARCH CATEGORY

CUNY Job Posting: Faculty

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.