Conexiones Recruitment Coordinator (Part Time)

POSITION DETAILS

Borough of Manhattan Community College (BMCC) is a vibrant, pluralistic learning community committed to the intellectual and personal growth of students. BMCC bridges the economic and education opportunity gap for students, more than half of whom are the first in their families to attend college.

The Conexiones and Connections Program, funded by a Title V grant from the Department of Education, aims to engage and retain Latino and Black students, specifically targeting males. The program focuses on identifying and providing services to improve retention rates and close the educational gaps for marginalized populations least likely to pursue and complete higher education. Reporting to the Program Manager and the Director of Student Success, the Recruitment Coordinator is responsible for recruitment efforts for the Conexiones program

POSITION RESPONSIBILIES

* Assist and facilitate information sessions for prospective students
* Conduct information sessions and initial intake appointments to ensure program applicants are fully informed of requirements and processes
* Support field recruitment through at high school, college, and community events
* Represent Conexiones at internal and external events
* Support recruitment pathways with pre-college programs
* Refine recruitment approaches to increase student interest and commitment to the program
* Update the recruitment database
* Develop reports on recruitment outcomes and trends
* Assist with the supervision of student staff
* Perform related duties as assigned

POSITION DETAILS: Evening and weekend hours and local travel may be required

QUALIFICATIONS bachelor’s degree preferred. Spanish Speaking Candidates required.

The ideal candidate will have:

* A strong understanding of the needs and challenges of diverse student groups
* Strong communication skills and ability to synthesize and convey information in an engaging way
* Demonstrated ability to work independently and as part of a team
* Strong organization and reporting skills
* Ability to maintain accurate and detailed records of student information
* Strong computer skills, particularly Microsoft Office (Access and Excel) Experience with CUNYFirst, Degree Works, texting platforms, Hobsons, EAB Navigate, and the aptitude to learn new systems a plus.

Hourly Rate: $20 - $25 (commensurate with experience)\

Interested candidates should email their resumes to Esther Rosa at esrosa@bmcc.cuny.edu