



Job Title	Assistant Coordinator, Global Programs
PVN ID	BA-1710-002129
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Continuing and Professional Studies
Status	Full Time
Annual Salary	\$41,500.00 - \$51,500.00
Hour(s) a Week	35
Closing Date	Dec 15, 2017 (Or Until Filled)

General Description

Assistant Coordinator reports to the Director of Global Programs and has the following duties and responsibilities:

- Provide general administrative and organizational support to all Global Programs courses and projects.
- Responsible for managing Test Preparation programs (part-time and full-time) including student advisement and support; pre and post testing; curriculum development and teaching materials and technology; instructor hiring, training, and support; and program promotions and expansions.
- Responsible for managing Math and Data program including program development and expansion, instructor hiring, training, and support; student advisement and support; materials and technology support.
- Participate in conducting all Global Programs special events and after class activities including Orientation, end-of-semester events, Conversation Hour, special workshops and others.
- Participate in preparing materials, proctoring, and processing of results for all Global Programs testing including the ESL Placement Test, Zicklin Waiver Exam, GMAT/GRE Diagnostic Exam, Test Preparation Program pre and post-tests.
- Participate in prospective student advisement and registration.
- Manage paid tutoring requests, assign tutors, schedule rooms, track tutoring hours.
- Schedule, manage communications, and maintain the data base of results for the CUNY Assessment Test.
- Participate in maintaining of all Global Programs social media outlets.
- Prepare materials and process results for the Academic Intensive English Program Exit Exam.
- Collect and archive syllabi for all Global Program courses.
- Assist in managing all book orders.
- Monitor and manage teachers', students', and administrators' use of online course management system.
- Respond to online enquires about all Global Programs courses.
- Provide general advisement and support to all Global Programs students.

- Participate in classroom visits, outreach events, and other marketing and outreach initiatives.
- Perform other duties as needed.

Other Duties

Qualifications

MA in the area of TESOL, languages, linguistics, or communication required

2 – 4 years of work experience in an office environment and 1-3 years of language teaching experience required.

Computer literacy and familiarity with all Microsoft applications and learning management systems required.

Attention to detail, ability to meet deadlines and to work well with a team required.

Strong oral and written communication skills and superb customer service required.

Capacity and willingness to acquire new skills required.

Experience working with international population required.