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<b>Job Title</b>	Program Coordinator
<b>PVN ID</b>	BK-2312-006015
<b>Category</b>	Managerial and Professional
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	Brooklyn College AANAPISI Project (BCAP)
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$77,000.00 - \$80,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 26, 2024 (Or Until Filled)

## General Description

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Brooklyn College seeks a Program Coordinator for BCAP (Brooklyn College AANAPISI Project). This five-year federal grant-funded program aims to mitigate AAPI students' barriers to educational achievement by enhancing institutional programs and services.

Through a \$1.97M grant awarded by the Department of Education to Asian American Native American Pacific Islander Serving Institutions (AANAPISIs), BCAP addresses three key goals: 1) providing academic support for AAPI students by enhancing existing services and curriculum, particularly Asian American Studies; 2) developing sustainable student leadership opportunities, including BCAP internship program; 3) engaging campus community on AAPI students' needs to provide culturally responsive services. Outcomes of these services will include measurable increases in the GPAs, persistence, and graduation rates of AAPI students at Brooklyn College and their increased use of the college's advising and mental health services.

### Key Responsibilities:

Reporting to the BCAP Program Director, the BCAP Program Coordinator will:

- Assist the Principal Investigator (PI) and Program Director in engaging the BCAP team, community partners, and Asian American Studies affiliated faculty/staff to implement all aspects of BCAP projects, from design to implementation and assessment.
- Coordinate the mental health enhancement service of the project, including ongoing mental health referrals and coaching in both one-on-one and group settings.
- Organize culturally responsive workshops for the campus community, including student leaders, faculty, and staff.
- Work closely with the program associate to manage the recruitment of students for internships and other events.
- Update attendance and service data for the Program Director to generate annual reports for the project funder.

## Other Duties

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- Perform additional duties as assigned by BCAP PI and Co-PI.

## Qualifications

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The ideal candidate for this position should:

- Demonstrate a deep commitment to working with a diverse cross-section of students, particularly high-need AAPI students.
- Hold a graduate degree in mental health services, such as social work and mental health counseling, preferably a licensed mental health provider.
- Have at least two years of experience providing mental health services and student activities.
- Have a working knowledge of culturally responsive services for AAPI students.
- Bi-lingual in an Asian language is highly desirable.