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<b>Job Title</b>	CTE Accessibility Student Support Coach
<b>PVN ID</b>	BM-2507-006914
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Office of Accessibility
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,000.00 - \$54,268.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Sep 09, 2025 (Or Until Filled)

## General Description

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Borough of Manhattan Community College (BMCC) is a vibrant, pluralistic learning community committed to students' intellectual and personal growth. The College bridges the economic and educational opportunity gap for students, more than half of whom are the first in their families to attend college. Working to strengthen a culture of care inside and outside the classroom, we share a passion for learning with students from around the world. Strategically located in downtown Manhattan, the College is in close proximity to the artistic communities of Tribeca and SoHo, the dynamic downtown financial district, and the center of New York City government at City Hall. BMCC prides itself on the diversity of our students. We are an inclusive community that promotes an atmosphere of mutual respect for each member's ethnicity, gender, age, disability, religion, political preference, sexual orientation, gender identity, and national origin, among other personal characteristics. BMCC's motto speaks to this shared sense of purpose and possibility: Start Here, Go Anywhere. We strive to increase degree completion, successful transfer, career achievement, and service and leadership within our community, New York City, and beyond.

The Office of Accessibility at BMCC is recruiting to fill a CTE (Career and Technical Education) Accessibility Student Support Coach position as part of the college's Strengthening Career and Technical Education for the 21<sup>st</sup> Century Act (formerly known as the Perkins Grant). The CTE Accessibility Student Support Coach reports to the Office of Accessibility (OA) Manager or their designee. The Office of Accessibility supports and empowers students with disabilities by coordinating services, reasonable accommodations, and programs that ensure equal access to education and campus life. The CTE Accessibility Student Support Coach works with a caseload of CTE students, providing both academic and emotional support. The coach collaborates with OA staff to help students stay on track and successfully complete their academic goals.

## Other Duties

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- Assist in planning and delivering a comprehensive program of services for Career and Technical

Education (CTE) students with disabilities. Develop and review individualized educational plans that include tailored academic support services and accommodations in accordance with the Americans with Disabilities Act (ADA). Provide transition services to support students' progression through college.

- Advise student organizations, administrators, faculty, and staff on disability-related concerns. Collaborate with counselors, disability accommodation specialists, and external community organizations to maintain a wide network of available services and resources.
- Coordinate and facilitate study skills workshops on topics aligned with students' individual learning needs and disabilities. Support the Office of Accessibility Manager in developing additional workshops focused on improving retention and graduation rates for CTE students with disabilities.
- Coordinate a peer mentorship program that connects BMCC CTE graduates with current students registered with the Office of Accessibility.
- Serve as a resource and provide training for staff on learning development, instructional strategies, and diverse learning styles.
- Prepare and distribute reports and feedback to internal and external stakeholders.
- Engage in ongoing professional development and training opportunities.
- Liaise with high school special education programs to promote BMCC's CTE majors.
- Track progress of CTE students and assist with preparation of Perkins Grant reports.
- Perform other related duties as assigned.

## Qualifications

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- A Bachelor's degree in counseling or a related field is required, along with a minimum of four (4) years of experience working with a diverse college student population. At least two (2) years of direct experience supporting students with disabilities is required.
- Experience in higher education practice, theory, and research is preferred. Knowledge of best practices in the field, with an emphasis on research, assessment, and data-informed decision-making, is strongly desired.
- Strong interpersonal, oral, and written communication skills are essential, along with attention to detail and demonstrated leadership experience. The ideal candidate is a dynamic professional who can work independently and under general supervision while providing courteous, accurate, and inclusive support to students, faculty, staff, and visitors.
- Proficiency in Microsoft Office Suite is required, along with experience managing social media platforms and designing promotional and informational materials.
- Must be able to work effectively in both remote and in-person environments.
- Ability and willingness to learn new computer software and systems as needed.
- Available to work evenings and weekends as required.