
Job Title	STEP INSTRUCTOR College Readiness
PVN ID	BM-2509-007036
Category	Instruction and Social Service
Location	BOROUGH OF MANHATTAN C. C.
Department	Office Of Research
Status	Part Time
Hourly Rate	\$33.00-\$55.00
Hour(s) a Week	19.00
Closing Date	Nov 23, 2025 (Or Until Filled)

General Description

The College Readiness Instructor will play a key role in supporting STEP participants in preparing for higher education. This position combines college application guidance, career readiness skill-building, and practice test assistance. The Instructor will design and deliver engaging after-school workshops to help students strengthen academic skills, complete competitive college applications, and develop strategies for postsecondary success.

Responsibilities

- Facilitate after-school workshops on college readiness topics, including essay writing, personal statements, resume development, and interview preparation.
- Guide students through the college application process, including CUNY, SUNY, and private institutions.
- Provide individualized support with FAFSATAAP, scholarship applications, and supplemental materials.
- Assist students with practice tests and test-taking strategies for exams such as the SAT, ACT, and Regents.
- Integrate career readiness activities, including goal setting, time management, and professional communication.
- Collaborate with STEP program staff to track student progress and provide regular updates.
- Maintain an inclusive, supportive, and motivating learning environment that encourages participation and confidence.
- Perform related administrative tasks, such as attendance tracking and workshop planning, as required by the Research Foundation of CUNY and BMCC.
- Other duties as assigned.

Other Duties

Qualifications

- Bachelor's degree in Education, English, Counseling, or related field
- Prior experience working with high school students in academic enrichment, college readiness, or after-school programming
- Strong background in English instruction, essay writing, and career/college preparation
- Knowledge of the college admissions process, including financial aid and scholarship resources
- Familiarity with standardized tests (SAT, ACT, Regents) and effective test-preparation strategies
- Excellent communication, organizational, and interpersonal skills
- Demonstrated ability to engage, motivate, and support diverse student populations
- Self-motivated, reliable, and able to work independently as well as part of a team