Job Title	Healthcare Scholarship Coordinator
PVN ID	KB-2502-006721
Category	Instruction and Social Service
Location	KINGSBOROUGH C. C.
Department	Workforce Development
Status	Part Time
Hourly Rate	$30.00-$34.00
Hour(s) a Week	15.00-19.00
Closing Date	Apr 25, 2025 (Or Until Filled)

General Description

Kingsborough Community College's Division of Workforce Development and Continuing Education, under the supervision of the Continuing Education Coordinator, the Scholarship Coordinator will oversee the implementation and management of the newly established Kingsborough-Cabrini Healthcare Scholarship Program.

This program provides free tuition to low-income individuals enrolling in the Certified Clinical Medical Assistant (CCMA) and Certified Central Sterile Technician (CRST) training programs, addressing significant financial and social barriers to education and workforce entry. The Coordinator should have excellent organizational, communication, and project management skills. The role includes managing relationships with students, faculty, and contract/employer partners while meeting internal and external reporting requirements.

Other Duties

Program Coordination:

- Oversee day-to-day operations of the Kingsborough-Cabrini Healthcare Scholarship Program.
- Coordinate all aspects of student scholarship applications, review process of applications and then distribution of funds to KCC.
- Serve as the primary point of contact for students, addressing inquiries and providing program guidance.
- Coordinate and manage the purchasing and distribution of student supplies and materials routinely each semester. Manage the safe-keeping of supplies and materials as well as record-keeping pertaining to inventory and student receipt of supplies and materials.

Student Support:

- Assist scholarship recipients with enrollment into CCMA or CRST training programs.
- Monitor and support student progress, offering resources and assistance as needed to ensure successful

program completion.

- Connect students to additional support services and resources to address financial, social, or academic barriers.

Stakeholder Collaboration:

- Work closely with internal departments, faculty, and external partners to ensure program alignment with college and community goals.
- Liaise with funding partners, including Cabrini Foundation representatives, to provide updates and reports on program outcomes.

Data and Reporting:

- Maintain accurate program records, including student enrollment, scholarship distribution, and program outcomes.
- Prepare reports for internal and external stakeholders to demonstrate program impact and effectiveness.
- Use data to inform continuous improvement of program services.
- Other duties as assigned.

Qualifications

Education and Experience:

- Associate degree required; Bachelor's degree preferred
- Two years administrative experience required
- Project management skills, including management of complex projects with multiple components and stakeholders
- Highly organized and detail-oriented with the ability to manage time appropriately
- Team player who is flexible, collaborative, and communicative
- Outcomes driven, demonstrating creativity and an ability to solve problems to ensure optimal results
- Student centered, demonstrating a commitment to and understanding of diverse student populations

Skills:

- Strong organizational and multitasking abilities
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite and familiarity with data management systems
- Ability to work collaboratively with diverse populations

Personal Attributes:

- Passion for supporting underserved populations and fostering educational equity
- Commitment to the mission of workforce development and continuing education
- Problem-solving mindset with the ability to adapt to dynamic program needs

Preferred Qualifications:

- Knowledge of CCMA and CRST training programs or experience working in healthcare education
- Experience with grant-funded programs and reporting requirements