



Job Title	GSACS Project Coordinator
PVN ID	LA-2104-003999
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Collaborative Online International Learn
Status	Part Time
Hourly Rate	\$20.00
Hour(s) a Week	19.00
Closing Date	Jun 30, 2021 (Or Until Filled)

General Description

A project coordinator is sought for the program [Global Scholars Achieving Career Success](#) (GSACS) funded by the Stevens Initiative and implemented by LaGuardia Community College and its partner institutions between April 1, 2021 – June 30, 2023. GSACS is a collaborative multi-campus program that facilitates class-to-class virtual exchanges between students from five colleges in the City University of New York (CUNY) and four universities in the Middle East and North Africa (MENA). The main program features include faculty development, collaborative student projects with experiential component and grounded in UN Sustainable Development Goals, alumni engagement, career success workshops, and scheduled communication and impact sharing.

Under the supervision of the grant director, GSACS Project Coordinator provides logistical support and coordinates all aspects of project development, implementation, and reporting. Facilitates data collection and management, financial reporting, communications and marketing, event organizing, and alumni deliverables. Liaises effectively among the grant director, LaGuardia and partner institution grant teams, the funder, and CUNY Research Foundation. Collects evaluation materials and invoices from partner institutions and prepares financial and other program reports for the funder. Creates and maintains multiple databases for project-related records. Provides communications and logistical support for faculty professional development activities, student conference, alumni webinars and related activities. Communicates effectively with staff and students from international institutions in Egypt, Jordan, Morocco, and Palestinian Territories. Collects and produces communication content, including impact stories and social media posts, following communication guidelines from the funder and LaGuardia Marketing and Communication staff. Monitors implementation of all communication deliverables, including production of professional photo deliverables according to the project timeline.

Other Duties

- Interfaces as needed with support staff from various college offices in resolving issues involving grant implementation

- Performs the duties of lower-level positions when necessary; performs other duties as assigned

Qualifications

- Working knowledge of project management and data collection technology platforms
- Ability to communicate effectively with and convey simple to complex concepts, processes, and practices to grant staff, faculty, students, sponsors, administrators
- Facility with WordPress, Excel, Google Suite
- Ability to listen and respond to the concerns/ideas of others
- Ability to work under and meet deadlines, with changing priorities
- A Bachelor's Degree in a directly related field of study from an accredited institution, a graduate degree preferred
- At least three (3) years of progressively responsible experience of related work;
- Experience working with international institutions or individuals highly preferred
- Working knowledge of Arabic preferred