



Job Title	Project Director SEAMLSS
PVN ID	LE-2410-006529
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	HS2N-Dean's Office and Health Equity, Ad
Status	Full Time
Annual Salary	\$82,928.00 - \$84,587.00
Hour(s) a Week	35
Closing Date	Jan 04, 2025 (Or Until Filled)

General Description

The applicant will serve as *SEAMLSS: Seamless Educational Advancement to Maximize Lehman Student Success (SEAMLSS)* Project Director for this grant funded position, to ensure that program goals, objectives, policies, procedures, and requirements are met successfully. The applicant will work under the general supervision of the Principal Investigator for the grant within the office of the Dean of the School of Health Sciences, Human Services, and Nursing or his/her designee. This position will coordinate with the faculty in the Departments of HEAT, EXR, and HPNS. May be required to work weekends and/or evening to conduct recruiting activities related to the project.

Other Duties

- Perform the day-to-day duties of the Program, to include develops, plans, and coordinates program activities.
- Serves as the primary liaison for all aspects of program with student interns and internal (Lehman College administrative offices) and external (community organizations).
- Works with campus transfer counselors at Lehman and across the community colleges to introduce SEAMLSS and provide relevant and timely information on the types of majors the school offers.
- Develops appropriate plans to meet the program participants goals of completing an internship opportunity on or off campus.
- Assists in the development, dissemination, and collection of surveys and questionnaires.
- Conducts workshops and training under the direction of the Principal Investigators.
- Reviews academic progress of each student internship to determine program impact using DegreeWork, CUNYFirst, or other databases.
- Collaborates with faculty in HS2N to develop specific workshop bootcamps to increase visibility of SEAMLSS and increase the acquisition of soft skills for the student interns.
- Assists in analyzing program needs and resources through observing participants' behavior, conducting

meetings, and reviewing data concerning participants.

- Develops and implements plans for recruitment, selection, and placement of program participants.
- Prepares and generates monthly reports to accommodate administrative and program needs specified by the grantor, State, regional, and federal entities, and the need of the general public. Submit these reports in a timely manner to Principal Investigator.
- Attends grantor and stakeholders meetings when applicable and as the designee for the PI.
- Maintains appropriate documentation to satisfy funding guidelines.
- Assists in evaluating progress of program participants and provides special instructional assistance to individuals needing special attention.
- Develops memorandums of understanding and other appropriate documents in collaboration with the Principal Investigators.
- Other duties as assigned.

Qualifications

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in Health Administration, Public Health, Community Health, Social Work, Business-related degree (would be considered) or related field required. Master's degree preferred.
- Three years' experience working with admission, recruiting, mentoring first and second year students. Experience in Health or Human Services related field is a plus.

REQUIRED COMPETENCIES:

- Knowledge and understanding of community education.
- Demonstrated ability to interact with a broad range of constituencies.
- Ability to communicate effectively in writing and verbally.
- Demonstrated ability to develop, implement, and evaluate effective programs.
- Knowledge of keyboard functions for word processing activities using computer software programs to include Microsoft Office. The ability to input information into on-line database systems.
- Demonstrated ability to exercise judgment, take initiative and exhibit creativity in implementing responsibilities.
- Knowledge or ability to become familiar with federal, state, and local program sponsors.

OTHER CONSIDERATIONS:

- Reliable communication via phone and internet
- Dependability, team spirit, and the ability to work with diverse groups of people