
Job Title	Academic College Readiness Coach
PVN ID	LE-2509-007001
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Full Time
Annual Salary	\$60,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Nov 02, 2025 (Or Until Filled)

General Description

Academic and College Readiness Coach (ACRC)

We are seeking a dynamic and compassionate Academic and College Readiness Coach to join our team and have an impact on the lives of Bronx youth by **(1)** helping them thrive, graduate high school ready to enter and succeed in college; **(2)** expand a college going culture in schools; **(3)** lead change by implementing strategic interventions with local partners to make education engaging, exciting and rewarding. You'll be part of a culture that is committed to educational equity. We celebrate diversity, embrace challenges and believe that every student deserves a chance to reach their full potential. The Academic and College Readiness Coach is part of a high performing team dedicated to building confidence and resilience in students by empowering them to believe in their abilities to succeed.

About the Organization: The Bronx Institute Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) is a grant funded initiative by the United States Department of Education. It is designed to foster academic success and increase students' performance. The Bronx Institute at Lehman College has provided federal GEAR UP Programs to middle and high schools since its inception in 1999. The Institute works collaboratively with Bronx schools, organizations, colleges and other service providers in the planning, promotion, and delivery of innovative programs and services to accelerate academic achievement, and improve student performance.

Other Duties

- **Advisement:** ACRC works with large and small groups of students at the school site scheduling, planning and delivering workshops, student services and programs for high school students currently in the 10th and 11th grades, including academic planning, high school graduation requirements, preparation for post-secondary opportunities, career exploration, Saturday programs, summer enrichment activities and orientation events in our partner schools.
- **Student Recruitment:** The ACRC actively engages and motivates students to attend GEAR UP academic

and cultural activities during the school year, school recesses and multi- week summer institute.

- Parental Engagement: The ACRC establishes a high level of engagement with participants' parents and/or guardians through electronic communication, participation in school-wide events and Bronx Institute sponsored events.
- Data Collection: The ACRC is responsible for accurate, detailed and timely submission of student activities from workshops, sponsored events, GEAR UP programs and partnership programs.
- Other duties as assigned.

Qualifications

- A bachelor's or master's degree in education, academic counseling or a closely related field
- Strong interpersonal communication and organizational skills, ability to work independently, cultivate relationships and engage with school leadership and with students and families
- Ability to plan, organize, and deliver workshops
- Experience in college preparation or academic coaching in a high school setting (a plus)
- Able to balance multiple tasks and projects and shift priorities as needed
- Demonstrated ability to work autonomously as well as a team member across different tasks and projects
- Grit and determination, motivated and flexible to work evenings and weekends as necessary
- MS Office Suite, Google Suite

Submit your current CV/resume and a thoughtful cover letter for consideration.