
Job Title	Coordinator of Student Literacy Services (CSLS)
PVN ID	LE-2510-007070
Category	Instruction and Social Service
Location	LEHMAN COLLEGE
Department	The Bronx Institute
Status	Full Time
Annual Salary	\$80,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Dec 17, 2025 (Or Until Filled)

General Description

Bronx GEAR UP INSPIRES (*Impactful New Strategies for Persistence, Improvement, Resilience, and Engagement for Students*) is a federally funded college access and success initiative led by The Bronx Institute at Lehman College. The program partners with Bronx schools to help students from middle school through their first year of college develop the academic, social, and personal skills needed to thrive in higher education and beyond.

The Coordinator of Student Literacy Services leads Bronx GEAR UP INSPIRES' literacy initiatives designed to strengthen reading comprehension, writing proficiency, and academic language development among middle and high school students. Working collaboratively with principals, teachers, and Lehman College staff, the Coordinator ensures that literacy instruction and enrichment activities are seamlessly integrated into school and after-school settings. This role focuses on narrowing literacy gaps, equipping students with the critical thinking and communication skills needed for college and career success, and fostering a culture of lifelong learning across Bronx GEAR UP INSPIRES partner schools.

Location: Lehman College, Bronx, NY / School-Based across 11 Bronx Schools

Other Duties

- Lead literacy-focused initiatives that strengthen students' reading comprehension, writing proficiency, and academic language skills across GEAR UP schools.
- Design and implement after-school, Saturday, and summer literacy programs that engage students and families in developing lifelong learning habits.
- Collaborate with educators, community partners, and higher education institutions to expand literacy resources and support.
- Monitor literacy progress through data collection, analysis, and program improvement aligned with federal and GEAR UP objectives.

Qualifications

- A Master's degree in Education, Literacy, Curriculum and Instruction, Counseling, or a related field, and at least five years of experience in literacy or academic support roles (minimum requirements).
- Proven ability to serve low-income, first-generation learners using research-based literacy interventions.
- Strong leadership, organizational, and communication skills to coordinate staff and services across multiple school sites.
- Experience using data-informed strategies to design, assess, and strengthen literacy and college readiness programs for underserved youth.