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| <b>Job Title</b>      | Middle and High School, College and Career Readiness Coach |
| <b>PVN ID</b>         | LE-2510-007072                                             |
| <b>Category</b>       | Instruction and Social Service                             |
| <b>Location</b>       | LEHMAN COLLEGE                                             |
| <b>Department</b>     | The Bronx Institute                                        |
| <b>Status</b>         | Full Time                                                  |
| <b>Annual Salary</b>  | \$60,000.00 - \$65,000.00                                  |
| <b>Hour(s) a Week</b> | 35                                                         |
| <b>Closing Date</b>   | Dec 20, 2025 (Or Until Filled)                             |

## General Description

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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 Middle and High School, College and Career Readiness Coaches serve as the frontline mentors and guides within Bronx GEAR UP INSPIRES, supporting students as they navigate the critical transitions from middle school to high school and from high school to college. Working directly with students, families, and school staff, the Coaches provide personalized academic planning, career exploration, and college readiness support. This role focuses on helping students build the knowledge, confidence, and persistence needed to pursue higher education—ensuring they are not only prepared for college admission, but also equipped to succeed once they get there.

- Deliver hands-on support through tutoring, mentoring, college visits, summer programs, and financial aid workshops.
- Collaborate with school leaders, families, and community partners to strengthen pathways to higher education and career success.
- Use academic data and evidence-based strategies to improve student outcomes and ensure program impact across all sites.

## Other Duties

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### 1. **Advisement**

Guide students through every academic transition—from middle school to college—by developing personalized

college and career readiness plans. The ACRC plans, designs, and conducts front-line workshops with large and small groups according to the GEAR UP service delivery plan at schools during the academic year and the summer program.

## **2. Student Engagement**

The ACRC is responsible for actively and successfully engaging and recruiting students to attend GEAR UP sponsored academic and programmatic activities for out of school time activities including but not limited to Saturday Academies, Summer program, and/or activities with GEAR UP partners. In addition, the ACRC serves as a chaperone and assistant during activities with our partner organizations in keeping with DOE and other pertinent guidelines.

## **3. Parental Engagement**

The ACRC is responsible for monthly electronic communications regarding high school readiness with parents. ACRC is also responsible for attending student-parent-teacher conferences to meet with parents and provide program related information. The ACRC actively and successfully identifies and recruits parents to take part in a minimum of two parental events during the academic year.

## **4. Data Collection**

The ACRC is responsible for:

- accurate and detailed documentation of student activities
- timely collection of student data when students participate in GEAR UP activities
- assisting in gathering documentation of in-kind services provided by program partners
- assisting in the preparation of required grant-related reports focused on program implementation and student outcomes
- other duties as assigned

## **Qualifications**

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- A Master's degree (preferred) in Education, Counseling, or a related field, and at least three years of experience supporting underserved and first-generation students.
- Demonstrated success in implementing academic interventions, advising, and early outreach strategies to promote college access and persistence.
- Strong leadership, communication, and interpersonal skills to build trust with students, families, and educators.
- Deep understanding of Bronx communities and a commitment to helping local youth achieve college and career success.