

<b>Job Title</b>	Lead Educational Case Manager
<b>PVN ID</b>	SI-1807-002621
<b>Category</b>	Instruction and Social Service
<b>Location</b>	COLLEGE OF STATEN ISLAND

<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$42,000.00 - \$45,500.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Oct 01, 2018 (Or Until Filled)

## General Description

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Grounded in the Liberal Arts tradition, the College of Staten Island is committed to the highest standards in teaching, research, and scholarship. Drawing on the rich heritage of the City University of New York that has provided access to excellence in higher education since 1847, the College of Staten Island offers that same opportunity in New York City's Borough of Staten Island. The College is dedicated to helping its students fulfill their creative, aesthetic, and educational aspirations through competitive and rigorous undergraduate, graduate, and professional programs. We embrace the strength of our diversity, foster civic mindedness, and nurture responsible citizens for our city, country, and the world.

Recognizing that each student has unique ambitions and abilities, the mission of the Adult Learning Center (ALC), a unit within the Office of Community Educational Engagement, is to provide quality literacy instruction and high school equivalency preparation classes as well as supportive case management to assist students in attaining the goal of entering post-secondary education, training or employment.

## Other Duties

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The Lead Educational Case Manager is a full-time position beginning July 2018. The primary responsibilities of the position are as follows:

- Counsel and support students with their academic goals, career plans and social service needs;
- Maximize retention by providing one on one counseling to at risk students and assisting with locating resources to minimize their obstacles;
- Act as liaison with internal and external partners on student-related matters, employment and training opportunities and college entry;
- Follow-up with students regarding attendance, testing and goal attainment and prepare written entries for

student files;

- Facilitate college and career knowledge workshops on preparing for college, resume development and interviewing skills as required by the grant;
- Coordinate with instructors to monitor student progress and barriers;
- Ensure the creation and modification of student education and employment plans;
- Oversight of case manager(s) and program assistant staff for the purpose of NRS follow-up and outcome reporting;
- Maintain and update student records and verify data for NRS outcomes reporting;
- Assist in planning and implementation of student intake, orientations and program completion ceremonies;
- Facilitation of and participation in campus based, Central Office and RAEN (Regional Adult Education Network) meetings and professional development workshops is required.

## Qualifications

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- Qualified candidates will have a minimum BA or BS in social work, counseling, education or related field, Master's Degree preferred;
- Experience working with adults in an educational and/or job placement setting;
- Excellent interpersonal and written communication skills;
- Comfortable with using technology as a teaching tool;
- Bi-lingual a plus.