



THE SCHOOL FOR LEGAL STUDIES
14K477
COMMUNITY ASSOCIATE

Position Summary: The High School for Legal Studies is seeking a highly motivated individual who is committed to developing relationship with higher education institutions and the community. The Community Associate will support the school's effort to increase students' participation and completion of post-secondary education.

Reports to: Principal and Assistant Principal

RESPONSIBILITIES

- Proactively seek partnerships with post-secondary institutions and organizations promoting college bound programs.
- Organize college trips and fairs.
- Assist guidance counselor in monitoring students' progress with the college application process.
- Assist guidance counselor in monitoring students' progress with the SAT process.
- Coordinate PSAT for sophomores and juniors.
- Coordinate college and financial aid workshops for students and parents.
- Work in collaboration with the Administration, Guidance Department, Parent Coordinator, Faculty, and Community Coordinator to support the college bound program.
- Promote college awareness through various school-wide activities and publications.
- Assist the Assistant Principal with special projects.

QUALIFICATIONS

Minimum Requirements

- Bachelor's degree and two years of experience in college bound program or community centered activities in the area related to duties described above.
- Excellent written and communication skills.
- Ability to manage multiple tasks simultaneously.
- Proven experience working with the organizations mentioned above.
- Strong interpersonal skills.
- Demonstrated ability of working successfully with students.

Salary: \$32,237+

Application: Please send a cover letter and resume, no later than **September 10, 2009**, to:

Mónica Ortiz, Principal
The School for Legal Studies
850 Grand Street
Brooklyn, NY 11211
Fax#: 718-387-3281 Or Email to: mortiz@schools.nyc.gov

NOTE: The filing of all positions is subject to budget availability.

AN EQUAL OPPORTUNITY EMPLOYER

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