



**URBAN ASSEMBLY
SCHOOL OF BUSINESS FOR YOUNG WOMEN
COMMUNITY COORDINATOR**

Position Summary: Under general direction, with wide latitude for independent initiative and judgment, performs very responsible work in the supervision, planning, implementation, coordination, monitoring and/or evaluation of community and partner development programs linked to transitioning students to college. Primary responsibilities include preparation and implementation of family workshops on the college application and financial aid process, networking with college admission professionals to improve the school's visibility and reputation leading to active recruitment of students, serving as a liaison between school administrators, community-based organizations, and the Urban Assembly, and performance of community-related support work. The person must bring students to college fairs, receptions, programming efforts, and other community-based college programs.

Reports to: Principal and Assistant Principal

RESPONSIBILITIES

- Extensive knowledge of the college admission and financial aid process; including an understanding of admission requirements, applications and forms, and college opportunity programs.
- Work hands-on with students to ensure the application process is completed adhering to deadlines.
- Work with the school's administration, staff and faculty to define the college awareness process and implement the necessary programs to provide each grade level with appropriate college guidance from 9th grade early college awareness through transitioning into college.
- Train and provide technical assistance for school staff in areas related to college planning.
- Network with college admission professionals to improve the UA school's visibility and reputation leading to the active recruitment of students by these colleges.
- Provide group (classroom) and one on one college and financial aid advising/presentations.
- Serve as a liaison between UA high school administrators, community based organizations, and UA.
- Attend monthly UA meetings, conferences, and numerous professional development activities through the year.
- Bring students to college fairs, receptions, programming efforts, etc.
- Gather information for the National Clearinghouse with regard to graduates and where they attend college.
- Maintain records of students, how they prepared for college and how they transition into college.

QUALIFICATIONS

Minimum Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred

- Minimum of two years professional experience as a college advisor, admission representative or HEOP/EOP representative.
- Masters degree preferred.
- Experience and commitment to serving urban youth.
- Knowledge of barriers faced by low income, first generation college students.
- Excellent verbal, reading and writing skills.
- Knowledge of US higher education system.

- Capacity to work with a team and independently. Able to network and share information with other college advisors.
- Fluency in an additional language preferred.

Salary: \$45,497+

Application: To apply, please submit a copy of your resume, no later than **June 26, 2009**, to:

Caron Pinkus, Assistant Principal
UA School of Business for Young Women
420 E. 12th Street
New York, NY 10009

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