

**Program Coordinator****Title: Non-Teaching Adjunct****Start date: Monday July 14, 2025****End Date: Friday, August 15, 2025****Pay rate: \$47.42****Hours per week: 35 hours per week for four weeks (160 hours)**

Special Programs in partnership with the College of Staten Island is seeking a dedicated and responsible individual to serve as a program coordinator for the STEM Academy. The program coordinator must live in Dolphin Cove Resident Hall with STEM Academy students providing guidance and support for the program's duration. This position requires individuals who are compassionate, reliable, and capable of fostering a safe and inclusive living environment conducive to learning and personal growth.

**Responsibilities**

- Maintain a visible presence within the residence hall, monitoring student activities and enforcing program rules and policies.
- Collaborate with Special Programs, Dolphin Cove, STEM Academy staff program to ensure a secure and supportive living environment.
- Serve as a resource for STEM Academy students, offering guidance, encouragement, and support as they navigate the program experience.
- Develop and execute activities that create a sense of community and camaraderie among students through organized social activities, group discussions, and team-building exercises.
- Assist with any personal or academic concerns raised by students, connecting them with appropriate resources and support services as needed.
- Maintain accurate records of student attendance in activities, incidents, and any relevant information related to dormitory residents.
- Assist with check-in and check-out procedures for students arriving and departing from the program and Dolphin Cove Resident Hall
- Assist with logistical arrangements such as room assignments, key distribution, and facility maintenance as needed.
- Communicate regularly with Special Programs, Dolphin Cove, and other STEM Academy staff members to report on student behavior, concerns, and any notable developments.
- Serve as a point of contact for students in need of assistance outside of regular program hours, providing support and guidance as appropriate.

**Qualifications**

- Prior experience working with college students or youth
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- Excellent communication and interpersonal skills
- Strong organizational and time management abilities, with a proactive approach to problem-solving.
- Flexibility to work non-traditional hours, including evenings and weekends, as required by the program schedule.

Application: Instructions: Email Cover Letter and Resume to [Specialprograms@cuny.edu](mailto:Specialprograms@cuny.edu)  
Application Close Date: May 30th