



Program Coordinator

CITYterm at the Masters School seeks a full time, residential Program Coordinator starting July 1, 2019. This is a paid administrative position that includes housing. This position reports to CITYterm's Director.

Program Coordinator Description

This role is an entry-level or early-in-career position that is perfect for professionals interested in careers in schools administration and/or non-profit management. This position builds administrative skill and exposes the Coordinator to a student-centered, experience-based approach to teaching and learning. Responsible for ensuring the smooth day-to-day operations of CITYterm, the Program Coordinator will have a significant level of independence and responsibility from day one. The Program Coordinator will plan, manage and execute administrative tasks and projects to ensure each semester is a success and to maintain and develop a strong alumni community.

In addition to responsibilities as a member of the program's administrative team, this position includes formal and informal student interaction, allowing the Coordinator ample time to build meaningful academic connections with CITYterm students as a dorm parent and an academic advisor. In order to better promote CITYterm and to participate fully in creating a strong residential community, the Coordinator will have the opportunity to visit classes, participate in curricular design and lead student expeditions to New York City.

The ideal Program Coordinator is flexible, organized, possesses a strong work ethic and is interested in working on a fast-paced, highly collaborative team.

Responsibilities

The Program Coordinator will be responsible for coordinating CITYterm's day-to-day operational needs and student affairs. In close collaboration with the Director, the Program Coordinator will also manage key elements of our alumni relations. Specific responsibilities include:

- Manage day-to-day operations for CITYterm
 - Office Management, including ordering supplies and managing general inquiries
 - Manage logistics associated with the launch and close of each semester
 - Maintain and publish weekly calendar
 - Coordinate logistics (ticketing, transport, etc.) for student expeditions (CITYtrips)
 - Maintain and oversee school's social media presence on multiple platforms
 - Organize and mail enrollment materials to incoming students, with the Dean of Residential Life and the Associate Director of Admission
 - Support the mid-semester and end of semester comment and reporting cycle (may include proof reading, printing and mailing materials to parents and schools)
 - Plan and execute key events throughout the term, including Neighborhood Study Weekend (parents weekend) and Closing Ceremony
 - Organize and facilitate standardized testing with the college office
 - Lead efforts to maintain and improve the program's website
 - Act as the liaison with the Business Office to ensure accurate accounting, including managing petty cash, faculty reimbursements and American Express expense reports
 - Support the collection and organization of photos documenting each semester
- Refine the Alumni Relations strategy in collaboration with the Director
 - Organize alumni gatherings, events and communications
 - Create monthly "Alumni Spotlight" articles for the website



- Coordinate all class agent communications
- Ensure all CITYterm constituents have accurate contact information
- Foster relationships with 1,000+ person alumni community
- Draft and edit documents to ensure accurate and effective communications
- Share office management responsibilities and maintain a warm office aesthetic
- Help with administrative team responsibilities as needed

As part of the residential team, the Program Coordinator will also be responsible for being part of the community and contributing to the development of a cohesive residential environment:

- Collaborate with other residential faculty members to oversee a dorm of 30 students, including dorm duty up to 2 nights per week and 2 weekends per month
- Join and lead weekly Urban Core expeditions into New York City
- Advise 2-4 students (includes assessment of select student assignments and lead writing role on collaborative assessment for midterm and end of semester)
- Collaborate with the Urban Core faculty to scaffold and design curriculum and learning environment (includes contributing to weekly curriculum and community faculty meetings)
- Attend full group activities including morning meeting, work crew and group classes that prepare for CITYtrips
- Coordinate and attend culminating events such as student art exhibits, film festivals and presentations

Skills and Characteristics:

- Superlative organizational skills and detail-orientation
- Excellent written and verbal communication skills
- Strong sense of initiative and the ability to anticipate organizational needs before they become apparent
- Ability to juggle residential and administrative demands
- Flexibility, openness to collaboration and a “whatever it takes” attitude
- Energy, enthusiasm and curiosity – willingness to be a fellow learner with students
- Sense of humor
- Interest in fast-paced, entrepreneurial work environments
- Highly capable in Microsoft Word (proficiency in Outlook, Excel and PowerPoint preferred, but not required)
- Valid Driver’s License (required)

Educational Background and Work Experience

- Bachelor’s degree
- 0-2 years of work experience
- Understanding of (or willingness to learn about) constructivist learning theory, experience-based learning and/or deep learning theory
- Prior experience with high-school students (strongly preferred, but not required)
- Prior experience in residential learning communities as a camp counselor, residential advisor or dorm parent (strongly preferred, but not required)

To Apply

To apply, please email your resume and a cover letter to Cotter Donnell, CITYterm Director, at cotter.donnell@cityterm.org.



About CITYterm at the Masters School:

CITYterm is a semester program founded in 1996 for 11th and 12th graders in high school. CITYterm students engage in an interdisciplinary and experience-based curriculum that focuses on New York City. In addition to math, language and/or science, all CITYterm students participate in the Urban Core, an honors level curriculum that focuses exclusively on New York City. CITYterm faculty members work to collaboratively design and teach the Urban Core as a three-credit, interdisciplinary course that blends history, literature and the urban environment. CITYterm is a residential program located in Dobbs Ferry, New York (just 30 minutes north of New York City). Students engage in Urban Core studies six-days a week. On Mondays, Wednesdays and Fridays students are typically in Dobbs Ferry engaged in seminar-style classes and on Tuesdays, Thursdays and Saturdays students use New York City as their classroom.

- **Experience-based:** At CITYterm we believe that the most profound learning takes place when it is rooted in experience. Students spend every other day in New York City linking their classroom work to the endless array of opportunities available.
- **Interdisciplinary:** With a shared text of New York City, CITYterm's three-credit Urban Core curriculum is fully interdisciplinary. CITYterm's faculty works together to teach the Urban Core as a unified whole, creating an interconnectedness between literature, history and urban environments.
- **Authentic:** Learning at CITYterm is based on authentic experience and assessment. Whether a presentation of housing plans to New York architects, or a round table discussion with an author, final assessments put students in real life settings. Students experience the authentic success of hard work coupled with a deeper understanding of the limitations of solutions to issues in the real world.
- **Student-centered:** CITYterm is student-centered, as our students are empowered to see themselves as the authors of their own learning experiences. Through regular feedback from both faculty and peers, our curriculum moves towards increased academic independence, ultimately affording students more and more opportunities to design their own learning processes and products.