Job Title	Program Assistant
PVN ID	BA-2212-005314
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	College Now
Status	Part Time
Hourly Rate	$20.00-$20.00
Hour(s) a Week	6.50
Closing Date	Mar 03, 2023 (Or Until Filled)

General Description

Description of Organization:
The Baruch STEP Academy is an academic enrichment program focusing on STEM (Science, Technology, Engineering, and Mathematics) education and providing college preparation. Managed through the CUNY Research Foundation, we serve over 150 middle and high school students throughout the city. The Spring 2023 Program will operate remotely over 12 sessions on Saturdays from January 28th through April 29th, excluding February 25 (midwinter break) and April 8th (Spring Break).

Program Assistant (Multiple Positions)

Summary of Responsibilities

The STEP Academy at Baruch College is seeking in-person program assistant to monitor student participation, manage social media accounts, and assist senior staff with administrative and outreach tasks.

Other Duties

Specific Duties

- Manage the program's social media accounts (instagram, facebook, linkedin, and wordpress)
- Supervise courses throughout the day (in-person and remote)
- Monitor and maintain student attendance records
- Database management

- Compile and update relevant program materials and resources
- Assist with outreach to students, parents, and alumni

Qualifications

-Required:

- Current undergraduate/graduate student
- Mastery of various social media platforms
- Good communication skills
- Be available from 8:30am – 3:00pm for every Saturday session
- Works well under pressure and possess good interpersonal skills with teenagers and parents

-Preferred:

- Major in a STEM field
- Have an interest in education
- Experience working with middle or high school population