Job Title	Program Assistant
PVN ID	BA-2301-005341
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 11, 2023 (Or Until Filled)

General Description

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 in-person over 12 sessions on Saturdays from January 28th through April 29th, excluding February 25 (midwinter break) and April 8th (spring break).

Program Assistants (In-Person)

Summary of Responsibilities

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

Other Duties

Specific Duties

- Facilitate and assist with workshops
- Monitor and maintain student attendance records for in-person and remote courses
- Database management

- Compile and update relevant program materials and resources
- Assist instructors, college counselors, and senior staff with administrative and student facing services

Qualifications

-Required:

- Availability from **8:30am – 3:00pm** for every Saturday session
- Good communication and presentation skills
- Works well under pressure and possess good interpersonal skills with teenagers and parents
- Collaborative nature and experience with working on teams

-Preferred:

- Current undergraduate/graduate student
- Major in a STEM field
- Have an interest in education, college readiness, or youth development
- Experience working with middle or high school populations

Only applications with cover letters will be reviewed. Interviews with qualified candidates will take place immediately to fill the positions.