Job Title	Saturday Program Assistant
PVN ID	BA-2308-005789
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	
Status	Part Time
Hourly Rate	$20.00-$20.00
Hour(s) a Week	6.50
Closing Date	Oct 22, 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 150 middle and high school students throughout the city.

The Fall 2023 Program runs for **10 Saturday**:

September 30th through December 9th, excluding November 25th.

Program Assistant (Multiple Positions)

Summary of Responsibilities

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

Other 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 working on teams

-Preferred:

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

Schedule: 8:30am-3:00pm
Apply here: https://tinyurl.com/SaturdayProgramAssistantFall23