

<b>Job Title</b>	Summer Program Assistant
<b>PVN ID</b>	BA-2404-006247
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BARUCH COLLEGE
<b>Department</b>	Weissman College of Arts and Sciences
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$17.00-\$20.00
<b>Hour(s) a Week</b>	15.00-19.00
<b>Closing Date</b>	Jun 17, 2024 (Or Until Filled)

## General Description

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### Program Assistant (Multiple Positions)

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

[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 250 middle and high school students throughout the city annually.

The Summer 2024 Program will operate over 16 sessions, July 8th through August 1st (Monday through Thursday only)

Schedule: 8:30am-2:30pm

## Other Duties

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- Assist instructors throughout the day
- Monitor and maintain student attendance records
- Assist with outreach to students, parents, and alumni
- Chaperone field trips and laboratory experiments
- Contribute to the program's social media accounts
- Compile and update relevant program materials and resources
- Other duties as assigned

## Qualifications

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## **Qualifications**

### **-Required:**

- Availability for each program day from 8:30am-2:30pm
- Minimum of two years of college credits
- Prior experience working with middle or high school populations
- Possess good interpersonal skills and office etiquette
- Excellent written and verbal communication skills

### **-Preferred:**

- Major in education, psychology, or STEM field
- Have an interest in education or youth development
- Capable of working well on team projects while balancing individual assignments
- Mastery of various social media platforms