
Job Title	Program Coordinator
PVN ID	BA-2408-006431
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	
Status	Part Time
Hourly Rate	\$30.00-\$30.00
Hour(s) a Week	19.00
Closing Date	Oct 30, 2024 (Or Until Filled)

General Description

The [STEP Academy](#) at Baruch College is looking to hire a part-time program coordinator for the full academic year with a start date of mid-September. The program is a STEM enrichment and college preparation program serving 240 middle and high school students annually.

The part-time coordinator will assist executive staff in fulfilling the requirements of the grant by providing administrative support to program faculty and college access counselors and coordinate and host events for Saturday programming.

Schedule: Maximum of 19 hours a week

When the program is in session, 7 hours on program days (22 Saturdays- 10 in the fall and 12 in the spring) with 12 hours in the week. Occasional evenings to assist with new student orientations.

Fall semester: September 28th through December 7th, excluding November 30th.

Spring semester tentative schedule: January 25 - April 19, excluding NYCDOE breaks.

Other Duties

- Assist with the recruitment efforts and enrollment of participants
- Coordinate and host new student orientations
- Manage attendance and participation records
- Assist with data collection and reporting requirements
- Liaise with campus departments, partner organizations, and school personnel
- Supervise program assistants and provide support to faculty and counselors
- Contribute to the planning, implementing, and executing of programming
- Facilitate workshops on soft skills, college readiness, and/or career exploration

- Perform general administrative duties (emails, photocopies, outreach, etc.)

Qualifications

Required Qualifications

- College degree
- Availability from **8am – 3pm** for all Saturday sessions
- Possess good interpersonal and communication skills
- Prior experience working in secondary schools, college access programs, or community based organizations

Preferred Qualifications

- Graduate student studying higher education, school psychology, or STEM
- Significant experience working with diverse student populations (historically underrepresented, first generation, immigrant, and low-income) in youth development or teen educational programming

Applications will be reviewed on a first come, first serve basis until September 6th with interviews starting immediately. Only applications with cover letters will be considered.