Job Title	Summer Program Assistant
PVN ID	BA-2505-006847
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	
Status	Part Time
Hourly Rate	$20.00-$20.00
Hour(s) a Week	24.00
Closing Date	Jul 12, 2025 (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 250 middle and high school students throughout the city each year. https://step.baruch.cuny.edu.

The Summer 2025 Program will run for 16 sessions: July 7 - July 31 (Mondays through Thursdays ONLY).

Program Assistant (Multiple Positions)

- Salary: $20/hour | Schedule: 8:30am-2:30pm
- Minimum qualifications: Completed two years of college, possess strong interpersonal skills, and have experience working with youth.

Summary of Responsibilities: Monitor student participation, manage social media accounts, and assist staff with administrative and outreach tasks.

Only eligible candidates that submit a cover letter will be considered. Application review to start immediately.

Other Duties

- 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

Qualifications

Required:

- 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 the field of education
- Capable of working well on team projects while balancing individual assignments
- Mastery of various social media platforms