

<b>Job Title</b>	Tech Career Coach and (TTP Program)
<b>PVN ID</b>	BK-2002-003513
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	Computer and Information Science
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 12, 2020 (Or Until Filled)

## General Description

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### Tech Career Coach and (TTP Program)

The City University of New York seeks a Career Coach for the TTP Residency program. We are looking for an individual who is personable, efficient and has the drive to help our students reach their first job career goals. The focus of the role is to provide support to TTP Residents (25 students per internship cohort, but cumulative over several cohorts) You will be able to gain knowledge of interns through every phase of the TTP Residency.

### About the TTP Residency@ Brooklyn College

The TTP Residency @ Brooklyn College is a semester-long program designed to deliver qualified tech talent to local employers and short-term professional opportunities to competitive NYC undergraduates.

A partnership between the NYC Tech Talent Pipeline and Brooklyn College, TTP Residency @ Brooklyn College gathers valuable feedback from host businesses to better align tech education with the workforce needs of NYC employers.

## Other Duties

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### Duties Include:

- Provide direct support (1:1 coaching) to current students, and all alumni from previous cohorts, by supporting their connection to full employment and internship opportunities;
- Review student portfolios, resumes, LinkedIn, and GitHub profiles to gauge employment readiness
- Conduct 1:1 Mock Interviewing (behavioral and technical)
- Recruit volunteers and mentors to participate in employer-friendly programs activities
- Connect students to informational interviews with industry volunteers and mentors

- Deliver professional and soft skills workshops *before, during and after* the program, and support the Faculty Advisor in delivering workshops on topics including technical resume writing and technical interviewing
- Develop students' overall professional skills, as well as coach them toward specific job opportunities;
- Proactively engage industry professionals to support the NYC TTP Residency program and its job placement goals
- Build a student assessment database, which will be used to assess students' professional skills, technical skills and job search preparedness at several points throughout the semester — at minimum successful program execution shall require an *initial, mid-point, and final assessment* during the program period
- Provide regular updates on student technical and professional assessments
- Support all students who complete the program up to 6 months after program completion or graduation. Connect and match students to opportunities sourced by the College or TTP
- Build a growing roster of internships and full-time employment opportunities for program graduates as web developers and software engineers.
- Use various online resources to gauge students programming experience and skill (hacker challenges)
- Design and compile a student career directory (listing employers and student reviews á la Glassdoor) to be located in the campus-based Career Services Department (CSD)
- Organize all tech related career workshops and events in collaboration with the department faculty or the career center.

## Qualifications

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### Required Competencies:

#### Qualification:

##### Bachelor's Degree

- At least 2 Years of experience working in either of the following
- Tech sector. The experience should include working with undergraduate students and recent alumni for recruitment, hiring, mentoring, career development.
- Technical Recruiting. Working as technical recruiter or for a program that places college candidates in internships and entry level position
- Coaching / Management Experience
- Experience dealing with undergraduate students and recent alumni
- Comfortable with employer outreach business development and partnership building
- Understanding of the tech ecosystem, as understood broadly (e.g., jobs, careers, companies, meetups, fairs, networks)
- Comfort with coaching CS students on both tech skill and behavioral interview skills

#### Nice to have but not required:

- Experience working at a tech bootcamp
- Experience working at a College Institution (full or part time)
- Experience working on Grants (MOUs, proposals, data collection)
- Computer Science Student / Major
- At least a working knowledge of one coding language, preferably JavaScript.

**How to Apply: (Button on Left).** Kindly follow directions to upload a cover letter addressed to Members of the Search Committee detailing your qualifications for the position and your updated resume/C.V.

Position is open until filled. Review of resumes will begin February 15<sup>th</sup>.