

<b>Job Title</b>	Part-Time Program Assistant
<b>PVN ID</b>	BK-2504-006810
<b>Category</b>	Administrative Services
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	STEP @ Brooklyn College is under the Off
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$25.00-\$30.00
<b>Hour(s) a Week</b>	10.00-18.00
<b>Closing Date</b>	Jul 06, 2025 (Or Until Filled)

## General Description

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The Part-Time Program Assistant will play a crucial role in supporting the planning, implementation, and facilitation of activities and events for Brooklyn College STEP (BCSTEP).

Please see the website for more info on the program: <https://www.bcstep.info/>

Work is both in-person and remote. This position reports to the director. Job responsibilities include, but are not limited to, the duties listed below. This position is scheduled to begin on July 1, 2025, pending the availability of program funding.

## Other Duties

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- **Record Management:** Update and maintain student records and attendance for events, trips, workshops, and other activities for report purposes.
- **Calendar Maintenance:** Assist in managing the activities calendar for the fiscal year to ensure events are scheduled, recorded and organized efficiently for report purposes.
- **Event Coordination:** Assist in coordinating and facilitating meetings, workshops, field trips, and Day of Service events, which may be held in-person or virtually, including up to 3 weekend days, in-person commitments.
- **Summer Programming Support:** Contribute to summer programming activities, including student recruitment, registration, purchasing of supplies, and communication with students, their parents, and instructors. The summer program requires full-time in-person availability for the three weeks it runs (usually during the Summer II session).
- **Web Management:** Regularly update STEP events and activities on the BCSTEP website (Wix platform).
- **Social Media Engagement:** regularly post STEP events, activities, and relevant stories on Instagram.
- **Supervision:** Oversee, track, and maintain communication with tutors and school coordinators. Track tutor hours.

- On-Site Presence: Maintain a regular presence at associated schools and after-school programs (located at 911 Flatbush Ave. and 4004 4th Ave., Sunset Park), as well as on the Brooklyn College campus.
- Other duties as assigned.

## Qualifications

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- Bachelor's Degree
- Analytical Skills: Inclination to be detail-oriented and thorough in all aspects of work.
- Task Execution: Ability to understand directions, execute and follow through on tasks.
- Writing and Communication: Strong verbal, writing, and interpersonal skills to effectively communicate.
- Technical Proficiency: Proficient in Microsoft Office. Familiarity with Google Sheets, Docs, and Forms is essential.
- College Application Experience: Assist students with the college application process and essays. Experience in these topics is a plus.
- Information Research: Source [required] information about individuals, such as education and professional experiences for report purposes. Find appropriate scholarships, internships, and other relevant information for the website.
- Design Intuition: basic knowledge of Canva, or willingness to learn, to create visually appealing materials for events, social media, workshops and the website.
- Website Maintenance: Familiar with Wix, or willingness to learn, to update website regularly with events, college trips, scholarship information, etc.
- Leadership and Teamwork: Capable of both leading initiatives and collaborating as part of a team. Willingness to both listen to others and suggest improvements where needed.
- Experience with Diverse Populations: Background working with minors, low-income, and/or first-generation students.