



Job Title	CUNY 2X TTP Career Coach / Employer Liaison
PVN ID	HC-1811-002803
Category	Administrative Services
Location	HUNTER COLLEGE
Department	CUNY 2X / TTP Residency
Status	Part Time
Annual Salary	\$30,000.00 - \$30,000.00
Hour(s) a Week	0.00
Closing Date	Jan 12, 2019 (Or Until Filled)

General Description

CUNY 2X TTP Career Coach / Employer Liaison

The City University of New York, Hunter College seeks a Career Coach / Employer Liaison for CUNY 2X TTP Residency. We are looking for an individual who is personable, efficient, and has a drive to help our students reach their first job career goals. The position is part time with flexible hours. 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.

You can learn more about CUNY 2X [here](#).

You can learn more about TTP Residency [here](#).

Duties include:

- Leverage your existing network of tech business connections, and cultivate new relations within the tech industry, to secure job opportunities for TTP Residents.
- Meet with CUNY 2X staff to align daily goals with programs
- Document your systems and processes with an eye toward expanding the role to serve all for all of Hunter College.
- Regularly attend TTP Residency events to understand students and employers
- Review students portfolios, resumes, linkedin profiles to gauge employment possibilities
- Provide feedback to students on job search profile improvements on what they should work on to reach employment
- Assess students' professional skills and job search preparedness intermittently ability at several points throughout the semester
- Coordinate interview preparation for students you are coaching within your caseload

- Assess students' professional skill ability at several points throughout the semester
- Support student who completed the program for 3 - 6 months following program completion
- Hold students accountable to feedback provided for implementing your coaching feedback
- Use various online resources to gauge students programming experience and skill (hacker challenges)

Required Competencies:

- Experience working in the tech sector (at least 5 years)
- Coaching / Management Experience
- Experience dealing with undergraduate students and recent alumni
- Understanding of the tech ecosystem Scene, 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
- An ability to create connections for new potential host companies for TTP Residency or for general internship opportunities through your job placement efforts

The salary for the position is: \$30,000 per year / part time. Hours per week to be discussed.

Please provide 3 references that can attest to your efforts around job placement / coaching moves forward in the interview process.

Other Duties

Qualifications
