
Job Title	TTP Career Coach
PVN ID	JJ-2203-004637
Category	Instruction and Social Service
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Math & Computer Science
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 14, 2022 (Or Until Filled)

General Description

TTP Career Coach

The Department of Computer Science and Information Security (CSIS) at John Jay College of Criminal Justice seeks a Career Coach to provide support to John Jay's TTP students and equip them with the technical and professional skills they need to land tech jobs. The Career Coach is an individual who is personable, efficient and has the drive to help our students in maintaining success throughout the program and reach their first job career goals.

About the NYC Tech Talent Pipeline (TTP)

TTP is a public-private partnership, launched by Mayor Bill de Blasio in May 2014 to support the growth of the NYC tech sector and prepare New Yorkers across the five boroughs for 21st-century jobs. The Tech Talent Pipeline works with public and private partners to define employer needs, develop and test training and education solutions, and scale solutions throughout the City, delivering quality talent for the City's businesses and quality jobs for New Yorkers.

Other Duties

Duties Include:

- Provide direct support (1:1 coaching) to students 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 behavioral interviewing and support the academic advisor with the technical interview
- Support students in identifying potential barriers and creating action plans to achieve students' goals
- Identify behavioral or personal patterns that impact students' progress and persistence. Refer students to supportive services and resources accordingly

- Develop students' overall professional skills, as well as coach them toward specific job opportunities;
- 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 academic year — 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. Guide students through assessments and create an individualized career plan
- Recruit volunteers and mentors to participate in employer-friendly programs activities such as panels, students mentoring and events.
- Deliver professional and soft skills workshops *before, during and after* the program, and support the Academic Advisor in delivering workshops on topics including opportunity in the Tech industry, career pathways, technical resume writing, GitHub and technical interviewing
- Connect students to informational interviews with industry volunteers and mentors
- Proactively engage industry professionals to support the CUNY 2X @ John Jay program and its job placement goals
- Support all students who are ready for employment. Source and match students to full-time and internship opportunities
- Build a growing roster of internships and full-time employment opportunities for program graduates as web developers and software engineers
- Collaborate with the Career Service Department at JJAY to design and compile a student career advisory planning system and sustain best practices

Qualifications

Required Competencies:

- Bachelor's degree in Education, Counseling, Psychology or related field
- 2-4 Years' experience working in a coaching or mentoring role or experience volunteering in a coaching or mentoring role with tech learners at a college institution or tech bootcamp
- Comfortable with employer outreach business development and partnership building
- Knowledge of the NYC tech ecosystem including understanding of engineering roles, hiring processes and access to the tech industry.

Preferred Competencies:

- Previous familiarity with academic advisement, particularly in STEM fields.
- Experience working at a tech bootcamp
- Experience working at a College Institution (full or part time)
- At least a working knowledge of one coding language, preferably JavaScript.
- Previous professional experience in a tech field, preferably within or adjacent to NYC tech companies.