Job Title	Project Coordinator
PVN ID	LE-1708-002048
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Natural and Social Sciences
Status	Part Time
Hourly Rate	$18.00-$18.00
Hour(s) a Week	0.00
Closing Date	Nov 29, 2017 (Or Until Filled)

General Description

The Tech Talent Pipeline (TTP) Residency at Lehman College is seeking a Project Coordinator with a commitment to increasing student success in the tech sector in New York City.

The TTP Residency is designed to enhance Lehman College students' career pathways by providing them with real-world experience in the technology sector and to use data generated by the program to inform curricular discussions. It is a collaboration between the NYC Tech Talent Pipeline (NYC TTP), the New York Code + Design Academy (NYCDA), and Lehman College (City University of New York).

The TTP Residency Coordinator will help our hiring processes and practices of LC students in Computer Science who will be selected for paid internships at local organizations during the spring and summer 2018. The TTP Residency Coordinator will report directly to Program Manager at Lehman College.

Other Duties

- Provide an efficient, high touch experience for student candidates and residents from the TTP Application to selection, acting as a support for student preparation for interviews (i.e. providing best practices, opportunities to practice) and reviewing and fielding applicant questions
- Coordinate with the LC Computer Science Dept. and others on the Lehman College campus, and to our partners to disseminate communications
- Communicate effectively with the students and manage student concerns to ensure a smooth and enjoyable student experience
- Providing program logistic support including preparing rooms for events, and daily program logistics such as ensuring student attendance and approving student timesheets
- Be a NYC Tech Talent Pipeline Representative at events including tech conferences, career fairs, etc.

- Fielding student questions/ concerns, addressing program issues
- Engaging alumni in jobs to support current students and continuing to track their progress on the job
- Assisting with creation of program materials and marketing materials as needed

Qualifications

- You're a great listener and communicator, you're not intimidated when speaking with senior executives
- Experience working in an office environment and experience working with exposure to College Students
- An interest in the tech field, keeping up-to-date with the latest programming languages, frameworks and libraries
- You're a self-starter with the initiative to complete multiple tasks at the same time
- You love process and are always striving to improve and optimize
- Experience with RFCUNY paperwork is a plus