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<b>Job Title</b>	CUNY Start Transition Aged Youth (TAY) Internship Coordinato
<b>PVN ID</b>	VA-1506-000540
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	CUNY Start
<b>Status</b>	Part Time
<b>Hourly Rate</b>	\$35.00-\$35.00
<b>Hour(s) a Week</b>	0.00-19.00
<b>Closing Date</b>	Oct 15, 2015 (Or Until Filled)

## General Description

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### Background

CUNY Start is an intensive program for incoming college students who have earned a high school or high school diploma, and need to increase their academic proficiency in reading, writing and mathematics prior to enrollment in college credit classes. The CUNY Office of Academic Affairs, the University's community colleges, Medgar Evers College, and the College of Staten Island work collaboratively to provide students with an innovative approach to developmental education. CUNY Start offers daytime and afternoon/evening programs, relies on data and research to guide program practice and is recognized for its carefully designed curriculum and pedagogy, ongoing professional development and mentor-based training model.

CUNY Start has received a four-year grant from the Conrad N. Hilton Foundation to serve transition aged youth (TAY) from foster care who wish to pursue associate degrees at CUNY, but who have significant remedial needs in reading, writing, and/or math based on their CUNY Assessment Test scores. The grant will support the development of strategic partnerships with foster care agencies and the New York City Administration for Children's Services (ACS) to create a graduation college success pipeline for 325 TAY into CUNY Start and the University's acclaimed Accelerated Study in Associate Programs (ASAP). TAY students will receive MetroCards while in CUNY Start, on-campus internships and other supports to ensure timely graduation from college. Along with creating a college success pipeline for TAY, the lessons learned from the project's partnerships will be incorporated into CUNY Start's advisement curriculum and training protocol. The grant also includes a research and evaluation agenda that will be led by CUNY's Office of Research, Evaluation, and Program Supports (REPS). REPS will work with key stakeholders to establish important research projects, lead focus groups, and establish benchmarks and goals for TAY to succeed and graduate from CUNY.

## Job Description:

CUNY Start is seeking a highly motivated self-starter with outstanding administrative and communication skills to serve as a part-time Internship Coordinator for the TAY Pipeline initiative. Reporting to the TAY Coordinator, the Internship Coordinator will:

## Other Duties

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- Assist the with the development of outreach materials for faculty, employers and students;
- Communicate and work with campus-based faculty and department administrators to develop and secure internship sites;
- Support the TAY Coordinator to develop student matching and interview procedures;
- Assist with implementing supervisor evaluations, student satisfaction surveys and other feedback options for program development purposes;
- Periodically visit campus-based worksites;
- Track and report student internship placements;
- Maintain students' program records;
- Participate in public meetings with the TAY Coordinator and key program staff;
- Coordinate professional development and training opportunities;
- Enter and review basic program data to assist program administrators in creating outcomes, assessment and utilization reports;
- Meet with students to assist with HR onboarding and completion of bi-weekly timesheets required by the Research Foundation of CUNY;
- Coordinate special projects and ad hoc requests as needed;
- Other duties as required.

## Qualifications

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- A Bachelor's degree and four years of professional experience;
- Experience in administering workforce, student internship programs and/or; experience in human resources management and/or payroll services a plus;
- Detail-oriented with strong organizational skills;
- Strong writing, proofreading, editing and communication skills;
- Ability to collaborate in multiple team settings while also working independently;
- Flexible and able to work productively in a fast paced, time-sensitive, high volume and dynamic student-focused environment;
- Outstanding computer skills in Microsoft Word and Excel; comfortable and eager to learn new computer systems for tracking and data collection needs;
- Excellent customer-service and interpersonal skills;
- Able to travel to multiple campuses and agencies throughout New York City;
- Eager to join a new program that will support college success and graduation for youth coming from foster care.

