
Job Title	Program Assistant - Collaborative Programs STEM Initiatives
PVN ID	VA-1507-000617
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Collaborative Programs
Status	Full Time
Annual Salary	\$30,000.00 - \$35,000.00
Hour(s) a Week	35
Closing Date	Sep 15, 2015 (Or Until Filled)

General Description

The City University of New York (CUNY) Collaborative Programs Program Assistant will support the work of the Collaborative Programs staff to organize several science, technology, engineering and math (STEM) projects including the New York City Science and Engineering Fair (NYCSEF) and CN STEM Research Academies.

- NYCSEF is the city's largest high school research competition and provides a venue for hundreds of high school students to present their research projects to a panel of judges to compete for a variety of prizes.
- The STEM Academy is a two-semester program, consisting of a spring pre-college science course and a summer research experience, designed to provide students with an opportunity to build essential literacy and numeracy skills by engaging in 'authentic inquiry' activities.
- College Now is CUNY's largest collaboration with the NYC Department of Education and it provides college credit and pre-college preparatory activities for NYC public high school students.

Reporting to the Associate Director of STEM Initiatives, the role of the CP Program Assistant will be as follows:

- provide technical and administrative support to:
 - the NYCSEF competition and awards ceremony including application review, data management and reporting, social media output, materials acquisition, award distribution, etc.;
 - the College Now STEM research academies at several CUNY campuses, provide programmatic support to College Now staff campus via student outreach and monitoring, execute social media strategy, participate in the coordination of data collection and reporting;

Other Duties

- coordinate the social media strategy for NYCSEF, the STEM Academies and other CP-related projects;
- support Associate Director of STEM Initiatives as needed; and

- perform other duties as assigned.

Qualifications

The ideal candidate will have:

- a Bachelor's degree;
- experience in promoting programs via a variety of social media outlets;
- familiarity with MS Access or other database applications – preferred;
- strong management and organization skills and an ability to set and meet deadlines;
- an ability to work equally well with college and school administrators, faculty and staff; and
- excellent writing and inter-personal skills.