Job Title	STEM Pipeline Program Assistant
PVN ID	VA-1804-002479
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Part Time
Hourly Rate	$18.00-$20.00
Hour(s) a Week	10.00-19.00
Closing Date	Jun 27, 2018 (Or Until Filled)

General Description

The Office of STEM Initiatives, a unit within the Office of K-16 Initiatives, administers an array of STEM programs including the NYC Science & Engineering Fair and the STEM Research Academy. The Academy provides mentored, hands-on research opportunities through the spring and summer to high performing 11th grade NYC students attending schools that lack research opportunities.

This fall, the Academy is expanding its reach through the **Paved STEM Pipeline Initiative**. A "paved" STEM pipeline addresses the information gaps and limited college preparation support facing many Academy alumni. As extension participants, all students and their parents will be invited to participate in a 3-day college readiness workshop administered by a STEM pipeline program assistant to help students translate their STEM experience into a compelling college application; address time management issues and college readiness skills; and support the college application process with a focus on the STEM disciplines.

With support from the STEM Research Coordinator, the pipeline program assistant will visit students at their high schools to work collaboratively with their counselors and at their labs to understand the significance of their research and how to best articulate it in their college applications. Engaging at this level not only ensures college access, it ensures students are accessing collegiate and STEM networks that match their abilities and strengths.

To support this new project, CUNY's K-16 Office of STEM Initiatives seeks to hire a program assistant to work up to 19 hours per week from May to December, 2018. There may be a possibility for this position to be extended through spring based on availability of funds and performance.

The primary responsibilities of the program assistant will be:

1. Collaborate with the STEM Initiatives team to develop a meaningful workshop series that supports STEM Research Academy students in their college pursuits;
2. Collaborate with the Research & Evaluation Program support unit to survey students in the academy about their college aspirations and challenges;
3. Outline, develop and deliver the primary elements of the "Paving the STEM Pipeline" workshop series;

4. Visit up to 16 STEM Research Academy students and their college counselors during the fall semester to support the students' efforts to leverage their academy experience into a compelling college application;
5. Maintain frequent, focused contact with Academy students to support their college application activities; and
6. Maintain contact with Academy sponsoring faculty and encourage them to support Academy students' college applications i.e. letter of supports, introductions to research colleagues at colleges of interest for our students, etc.

Other Duties

The program assistant may be asked to support the activities of the STEM & College Counseling offices.

Qualifications

Successful applicants will

1. Hold a bachelor's degree with a STEM or youth development focus;
2. Have 1-5 year years of experience supporting college and career readiness activities for students;
3. Be comfortable with leading workshops and speaking publicly in an engaging manner;
4. Have familiarity with NYC high schools, STEM Research and or college access programs; and
5. Have a passion for working collaboratively to fuel the future success of NYC's youth.