Job Title	Technical Program Assistant
PVN ID	VR-1705-001833
Category	Instruction and Social Service
Location	OFFICE OF VC FOR RESEARCH

Department	CISDD
Status	Full Time
Annual Salary	$43,000.00 - $47,000.00
Hour(s) a Week	35
Closing Date	Jun 21, 2017 (Or Until Filled)

General Description

CUNY Tech Prep is a yearlong program that provides exceptional computer science majors from 11 CUNY senior colleges with industry-informed full stack JavaScript development training and professional development coaching.

Participants attend once-a-week classes that blend technical instruction and experiential learning via small team projects. The 2017-2018 program will equip approximately 110 undergraduate students with in-demand technical and professional skills and connections to paid technical internships or technical full-time employment. CUNY Tech Prep is developed and delivered with the NYC Tech Talent Pipeline and the CUNY Institute for Software Design and Development (CISDD). The NYC Tech Talent Pipeline is a $10 million industry partnership designed to support the growth of the City's tech sector and deliver quality jobs for New Yorkers and quality talent for New York's businesses.

Job Description:

CUNY Tech Prep (CTP) is looking for an organized and student-minded Technical Program Assistant (a) to instruct and mentor students as they develop full stack JavaScript web applications and (b) to support the Program Manager and serve as the primary contact point and coordinator of all logistical and administrative requests.

This person will communicate with students, staff at CUNY and the NYC Tech Talent Pipeline, CTP staff, and employer partners, and make sure all Program activities proceed in a planned, timely manner. This position best fits individuals willing to contribute their own ideas and take on new responsibilities throughout the year.

CTP's industry-informed technical curriculum is centered on team-based, open source, full-stack projects on a JavaScript platform. The Technical Program Assistant will teach at least two evening classes of up to 25 students each and handle all the related assignments, assessments, tracking, and reporting.

Other Duties

Primary Responsibilities

Assist the Program Manager with

- Overseeing the multi-stage spring CTP application process for hundreds of students at 11 CUNY colleges in 5 boroughs
- Delivering all-staff of weekly and monthly reports
- Planning and tracking projects & tasks at the monthly, weekly, and daily levels
- Generating corporate communications, report content, performance metrics, etc.
- Interfacing with RFCUNY on admin needs like budgets and expenditure tracking
- Working with Program alumni to gather information about employment outcomes and engage them in opportunities to stay involved with CTP

Independently Execute Administrative Duties with Minimal Supervision

- Act as the main point of contact for students, regularly checking in on Program requirements, answering questions, and disseminating program communications
- Coordinate logistics for program classes, workshops, and special events, including working with vendors and volunteers and keeping students updated about CTP activities as well as NYC high tech community events and opportunities
- Manage and schedule meetings and events for staff and students: invitations, WeWork registrations, room reservations, catering, sign-in sheets, calls as necessary, tracking attendance, etc.
- Provide daily administrative support, including efficiently organizing electronic and paper files, buying and tracking all equipment and supplies in partnership with RF CUNY, assisting staff and students with programmatic reimbursement via RF CUNY, supporting timely and correct timesheet submission, scanning & photocopying, and note taking for meetings
- Own CTP's Metrocard program from MTA purchase to RF CUNY reimbursement through per card tracked sign-off distribution
- Track and report on a large variety of student data related (but not limited) to:
  - Admission information
  - Class Attendance
  - Assignments
  - Event Participation
  - Job Hunting Activities
  - Entry level tech job availability at industry partners and NYC more broadly
- Assist CTP staff with data analytics on collected quantitative and qualitative information to meet CTP's reporting needs

Serve as a Full Stack JavaScript Instructor

- In August-December 2017 and in February-May 2018, deliver a 16-week (1 semester) project-based

curriculum that teaches CUNY CS students full-stack JavaScript development;

- Instruct at least 2 sections of twenty-plus students via evening classes each week during the fall and spring as per CUNY's academic calendar
- Assist students with technical issues via full stack tutoring during scheduled physical and virtual office hours and prepare students Demo Nights, full time jobs, and/or summer internships.
- Assess students' throughout the 2017-2018 academic year
- Work with all tech staff to keep students on track and recognize when they are at risk with their projects and with the Program more generally
- Provide educational and administrative support for the Head Instructor and part-time instructional staff year round, including preparatory efforts during summer and CUNY break periods
- Troubleshoot curriculum changes as an additional tech resource including designing and delivering additional teaching modules, workshops, and assessments

Additional Responsibilities

- Maintain, update, and improve the CUNY Tech Prep website (cunytechprep.nyc) in coordination with CISDD tech staff to better reflect the quality of our program, what our program does, and how we serve the students and the NYC technical ecosystem
- Stay up-to-date on emerging trends in NYC tech sector and manage and add to an expanded social media and online presence for the program
- Identify and support student attendance of industry events in the greater NYC area or at industry partner offices – typically on weekday evenings
- Own the CTP Google calendar so program activities up-to-date and transparent and help coordinate activities with industry partners
- Take on other programmatic support duties as assigned/approved by the Program Manager

Qualifications

Required Qualifications

- Bachelor's Degree
- 1-2+ years of full stack JavaScript web development experience that shows a strong command of JavaScript (ES 6), open source version controls and deployment platforms (e.g. GitHub and Heroku), relational databases (Postgresql, MySQL, etc.), and testing tools/frameworks like Mocha and Chai
- 2+ years of job experience with strong and demonstrable administrative duties
- Proficiency in traditional administrative support software like Microsoft Office (Word, Outlook, Excel, PowerPoint, etc.) and Gmail
- Strong communication skills with experience tailoring messages for different audiences
- Demonstrated organizational skills, commitment to get "the details" correct either the 1st time around or via a self-review cycle before marking any task as complete, and appreciation of why accuracy in small things matters
- Passionate about working directly with CUNY students from diverse backgrounds and for training the next generation of NYC's top computer scientists
- Proven integrity when handling sensitive and personal student circumstances and information

- A can-do mentality and willingness to take on additional responsibilities, continually improve the Program, and work independently to resolve identified needs / tasks
- Excitement about working on a team in a start-up-like environment while improving the Program's processes and project management.
- Willingness to adopt a flexible schedule that accommodates student and evening teaching duties

Preferred Qualifications

- 1+ years of teaching experience, preferably with college age students
- Prior experience as a full stack bootcamp student and/or teacher
- Experience with NoSQL databases like MongoDB
- Experience with project management (concepts, software, and implementation) and tools like Trello, MSProject, Slack, etc.
- Experience with student recruitment and event planning
- Existing professional and/or personal network with strong contacts within the greater NYC tech industry

Program Benefits

- Health and Dental Insurance
- Vision Insurance
- Commuter Benefits
- 15 Paid Vacation Days per year (accrual basis)
- Generous Sick Leave & Paid Holiday schedule
- Membership to WeWork Penn Station

EEO

CUNY Tech Prep is an EEO/Affirmative Action Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.