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<b>Job Title</b>	Program Assistant
<b>PVN ID</b>	VR-1804-002455
<b>Category</b>	Administrative Services
<b>Location</b>	OFFICE OF VC FOR RESEARCH
<b>Department</b>	CUNY Institute for Software Design & Dev
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$50,700.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 28, 2018 (Or Until Filled)

## General Description

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[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 Program Assistant to support the CTP team and serve as the primary contact point and coordinator of all logistical and administrative requests.

The program assistant is the first point of contact for our program. This includes interacting with students, CTP staff, staff at CUNY, NYC Tech Talent Pipeline, and potential partners. This role ensures all Program activities proceed in a planned, timely manner. This position is ideal for an individual interested in higher education, with the ability to work on a small team and contribute to our current processes, as well as a willingness to assist with projects throughout the year.

CTP's industry-informed technical curriculum is centered on team-based, open source, full-stack projects on a JavaScript platform and a professional development curriculum focused on landing a full time job or internship in the NYC tech sector. The Program Assistant will assist the team in tracking and reporting student progress in terms of attendance, skill development, employment, and additional metrics throughout the program.

## Other Duties

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### **Primary Responsibilities:**

### *Independently Execute Administrative Duties with Minimal Supervision:*

- Serve as first point of contact for students, regularly checking in on Program requirements, answering questions, and sending out program related announcements.
- Coordinate logistics for program classes, workshops, and special events. Includes working with vendors and program volunteers.
- Inform student of CTP activities as well as NYC high tech community events/opportunities, and track students' attendance at such events.
- 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
- Manage CTP's Metrocard distribution program
- Track and report on a variety of student data related (but not limited) to:
  - Admission information
  - Class Attendance
  - Assignments
  - Event Participation
  - Job Hunting Activities
  - Entry level job openings with industry partners and NYC tech
  - Assist CTP staff with data analytics on collected quantitative and qualitative information to meet CTP's reporting needs

### *Assist the CTP Staff with:*

- Coordinating the multi-stage Spring CTP application/recruitment process for ~400+ students at 11 CUNY colleges in 5 boroughs
- Delivering all-staff 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 for budgets and expenditure tracking
- Working with Program alumni to gather information about employment outcomes and engage them in opportunities to stay involved with CTP

### *Additional Responsibilities:*

- Maintain and update CUNY Tech Prep website (cunytechprep.nyc) on a regular basis, in coordination with CISDD tech staff.
- Familiar with the NYC tech sector and emerging trends, contributing and enhancing CTP social media and online presence.
- Manager CTP Google calendar and help coordinate activities with industry partners
- Take on other programmatic support duties as needed

## **Qualifications**

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### ***Required Qualifications***

- Bachelor's Degree
- 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.), Google Docs, and Gmail
- Strong communication skills with experience tailoring messages for different audiences
- Demonstrated organizational skills, commitment to get “the details” correct either the first 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 software engineers.
- 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 start-up-like environment while improving the Program's processes and project management.
- Willingness to adopt a flexible schedule that accommodates student and evening class schedules

### ***Preferred Qualifications***

- Experience with project management (concepts, software, and implementation) and tools like Trello, Microsoft Project, Slack, etc.
- Experience with student recruitment and event planning
- Existing professional and/or personal network with strong contacts within the greater NYC tech industry