Job Title	Career Coach
PVN ID	VR-1903-003001
Category	Instruction and Social Service
Location	OFFICE OF VC FOR RESEARCH
Department	CISDD
Status	Full Time
Annual Salary	$53,000.00 - $55,000.00
Hour(s) a Week	35
Closing Date	Apr 29, 2019 (Or Until Filled)

General Description

CUNY Tech Prep is looking for a passionate Career Coach to oversee and deliver an industry-informed professional skills curriculum. The Career Coach will successfully guide participants—who are students in Computer Science and related fields-- into jobs and paid internships in New York City's tech sector through one-on-one and group coaching.

The Career Coach, with a team of two other Career Coaches, owns the professional skills training elements of CUNY Tech Prep. Examples include: completing an intake meeting with each student on your caseload to gauge students' job readiness at the start of the program and tracking it throughout the year through surveys and reporting methods; meeting with participants regularly to set and track milestones in their job search processes; developing workshops; engaging volunteers from the tech industry; ensuring participants have the collateral they need to successfully land jobs or paid internships by completion of the program; and coordinating with the rest of the CTP staff and NYTTP partners on program and NYC priorities, candidate referrals to employer partners, events, and reporting. The Career Coach team reports to the Program Manager of CTP but generally operates with a wide degree of autonomy.

This specific Career Coach has around half of the caseload of the other two Career Coaches because they also take on the role of Business Development Manager at CTP. The Business Development Manager leads the team's efforts to connect with tech companies in NYC in order to recruit new volunteers for the program as well as new companies interested in partnering with us. Partnering with CTP has included but is not limited to: having company developers lead mock technical interviews with CTP program participants; having members of the company sit on a panel to discuss their experience in the tech sector; and interviewing our students for open roles at the company. The Business Development Manager is responsible for tracking their engagement with partners throughout the year, collecting feedback from companies that hire students, and reporting on CTP's Business Development practices and progress to the Tech Talent Pipeline.

Other Duties

Primary Responsibilities

- Equip caseload of approximately 20 undergraduate Junior and Senior-level students with the tools, resources, and support they need to land a full-time job or paid internship in the New York City tech sector
- Conduct industry-level professional skill development using CUNY Tech Prep's module-based Career Curriculum
- Assess students' professional skill ability at several points throughout the 2018-2019 academic year
- Primarily deliver student service through scheduled 1-hour individual in-person meetings at our Midtown Manhattan office, as well as through remote electronic service
- Support CTP alumni for at least three months following program completion and/or graduation and as otherwise required by NYTTP
- Engage current partners and 2 new business partners a semester with CUNY Tech Prep as the Business Development Manager
- Track and contribute data including but not limited to:
  - Delivery of student service through use of professional development modules
  - Meetings and other significant contacts with students, including time spent directly with students, type of assistance rendered, etc.
  - Number of submitted job applications, scheduled interviews, and offers per student
  - Written content for weekly, monthly, and biannual reports to NYTTP and CISDD on activities, task progress, successes, concerns, recommendations, and discussion points
- Schedule and deliver professional skill lectures/workshops during evening technical class sections; be available for at least 2 such presentations per semester
- Engage volunteers from industry partners to volunteer with CUNY Tech Prep through several means of service (mentorship, mock technical interviews, etc.)
- Engage with CUNY colleges (i.e. Career Centers, Computer Science and related academic departments, and other relevant offices) for collaboration or support of CUNY Tech Prep's mission and work

Additional Responsibilities

- Stay up-to-date on emerging trends across the CUNY senior college system and the NYC tech sector
- Identify and attend industry events in the greater NYC area or at industry partner offices – typically on weekday evenings
- Other programmatic support duties, as assigned

Qualifications

Required

- Bachelor's Degree with 1-2+ years experience counseling or career coaching, ideally in a university, high school, vocational school, or other workforce development setting
  - Experience coaching job seekers during the job search process and with developing skills, such as resume and cover letter writing, networking, interviewing, setting timelines, and researching roles in a given field
- Prior experience supporting students or adults from diverse backgrounds who might traditionally have barriers to entering the tech sector, such as first-generation college or college-bound students
- Strong written and verbal communication skills, and ability to tailor communications to a variety of

audiences, such as employers or recruiters; love of public speaking and attending networking events is ideal!

- Passion for training the next generation of NYC's top computer engineers/developers
- Willingness to learn about the programming languages and technologies desired by employers and cited by students in their resumes and other application materials
- Proven integrity when handling sensitive and personal student circumstances and information
- Demonstrated organizational skills for tracking and analyzing quantitative and qualitative data, and a commitment to generating the results for organization's reporting needs
- A can-do mentality that includes willingness to take on additional responsibilities and continually improve the program and excitement about working on a team in a start-up-like environment
- Ability to maintain a flexible schedule to accommodate student schedules and evening programming

Preferred

- Experience working in the NYC tech sector and knowledge of current employer demands for entry-level software engineers and developers
- Existing professional and/or personal network with strong contacts within the greater NYC tech industry