

---

<b>Job Title</b>	Career Coach
<b>PVN ID</b>	VR-1911-003400
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF VC FOR RESEARCH
<b>Department</b>	CISDD
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$60,000.00 - \$65,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 19, 2020 (Or Until Filled)

## General Description

---

### Job 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.

This Career Coach, with a team of one full time and one part time Career Coach, owns the professional skills training elements of CUNY Tech Prep. Examples include: working off of an individual skills assessment of students' job readiness that was completed at the start of the program to continue tracking progress 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 NY Tech Talent Pipeline (TTP) partners on program and NYC priorities, candidate referrals to employer partners, events, and reporting. The Career Coach team reports to the Program Director of CTP but generally operates with a wide degree of autonomy.

In Summer 2020, the Career Coach may transition into the team's CUNY Engagement Manager role in addition to their Career Coaching duties, where they would lead the sharing and reporting of best practices from CTP with the 11 senior colleges and TTP through organizing and co-leading, with the support from their fellow career coaches and technical instructors, up to 4 on-campus workshops throughout the school year.

## Other Duties

---

### Primary Responsibilities

- Equip caseload of approximately 50 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 2020 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
- Track and contribute data including but not limited to:
  - Meeting content and other significant contact 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 meetings/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 4 such presentations per semester
- Attend at least one networking event per month to keep up-to-date on best practices in the tech industry regarding employee recruitment, interviewing, hiring, 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 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