
Job Title	Summer Program Assistant
PVN ID	BA-2304-005550
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	0.00
Closing Date	Jun 05, 2023 (Or Until Filled)

General Description

The Baruch STEP Academy is an academic enrichment program focusing on STEM (Science, Technology, Engineering, and Mathematics) education and providing college preparation. Managed through the CUNY Research Foundation, we serve over 150 middle and high school students annually throughout the city.

<https://step.baruch.cuny.edu>

The Summer 2023 Program is **16 sessions**:

July 10th - August 3rd (Mondays through Thursdays ONLY)

Program Assistant (Multiple Positions)

- **Salary:** \$20/hour | 8:30am-2:30pm

Minimum qualifications: Completed two years of college, possess strong interpersonal skills, and have experience working with youth.

Summary of Responsibilities: Monitor student participation, manage social media accounts, and assist staff with chaperoning, administrative and outreach tasks.

Other Duties

- Manage the program's social media accounts (Instagram, Facebook and Wordpress)
- Assist instructors throughout the day
- Monitor and maintain student attendance records
- Database management
- Compile and update relevant program materials and resources
- Assist with outreach to students, parents, and alumni

- Chaperone field trips and laboratory experiments

Qualifications

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-Required:

- Minimum of two years of college credits
- Mastery of various social media platforms
- Possess good interpersonal skills and office etiquette
- Excellent written and verbal communication skills
- Works well under pressure on teams and individual assignments

-Preferred:

- Major in education, psychology, or STEM field
- Have an interest in education
- Experience working with middle or high school populations