
Job Title	Saturday Program Assistant
PVN ID	BA-2508-006965
Category	Instruction and Social Service
Location	BARUCH COLLEGE
Department	Office of STEP & CSTEP Programs
Status	Part Time
Hourly Rate	\$20.00-\$20.00
Hour(s) a Week	6.50
Closing Date	Oct 12, 2025 (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 200 middle and high school students throughout the city annually. The Spring 2025 Program will operate over 10 Saturday sessions, October 4th through December 13th (excluding November 29th).

The STEP Academy at Baruch College is seeking in-person program assistants to monitor student participation, facilitate workshops, and assist senior staff with administrative and outreach tasks.

Other Duties

- Facilitate and assist with workshops
- Monitor and maintain student attendance records for in-person and remote courses
- Database management
- Compile and update relevant program materials and resources
- Assist instructors, college counselors, and senior staff with administrative and student-facing services
- Other duties as assigned

Qualifications

Required:

- Availability from 8:30am – 3:00pm for every Saturday session
- Good communication and presentation skills

- Works well under pressure and possess good interpersonal skills with teenagers and parents
- Collaborative nature and experience working on teams

Preferred:

- Current undergraduate (junior or senior) or graduate student
- Major in education, psychology, or STEM field
- Have an interest in education, college readiness, or youth development
- Experience working with middle or high school populations

The application deadline is September 1st. Only applicants who submit a cover letter will be considered.