
Job Title	Career Coach
PVN ID	BK-2103-003916
Category	Instruction and Social Service
Location	BROOKLYN COLLEGE
Department	Computer and Information Science
Status	Full Time
Annual Salary	\$70,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Apr 08, 2021 (Or Until Filled)

General Description

Brooklyn College seeks a Career Coach for the Tech Talent Pipeline (TTP) Residency program. The focus of this role is to provide professional development support to a cohort of 45 computer science students and 20 computer science alumni in order to reach their goals of landing a full-time job in web-development (or related fields) The TTP Career coach will also work with NYC employers to source internship and full-time opportunities.

About the TTP Residency Program at Brooklyn College

The TTP Residency Program at Brooklyn College is a multi-semester program designed to deliver qualified tech talent to local employers and short-term professional opportunities to competitive NYC undergraduates. Students will receive one month of web-development training, multiple professional development workshops, 1:1 coaching, a paid summer internship and on-going job search support after their internship.

Additionally, the TTP Residency program gathers valuable feedback from host businesses to better align tech education with the workforce needs of NYC employers.

Other Duties

As a Career Coach You Will:

- Provide direct support to current students, and all alumni from previous cohorts, by supporting their connection to full-time employment and internship opportunities;
- Build out individualized coaching plans and organize small group discussions with students in order to address professional development growth areas
- Deliver professional workshops before, during, and after the program with topics including but not limited to: behavioral and technical interviews, technical portfolio creation, time management and job search best practices;

- Conduct outreach to NYC-based employers to source up to 45 technical internships for students each summer, subsidized by the NYC Tech Talent Pipeline;
- Recruit volunteers and mentors to participate in technical and non-technical workshops;
- Maintain a growing roster of internships and full-time employment opportunities for program graduates and communicate job opportunities provided by Brooklyn College Magner Center;
- Review student portfolios, resumes, LinkedIn, and GitHub profiles to gauge employment readiness and find creative ways to showcase student talent to employers;
- Build tools to collect and store student data and analyze this data on a regular basis to identify trends in student professional and technical development;
- Support Brooklyn College's computer science department and career services center by providing program updates, sharing professional development content and reporting lessons learned through mid-year and annual reporting;
- Work with the Brooklyn College faculty advisor to sustainability integrate lessons learned into the Brooklyn College computer science department.

During a typical week you might:

- Conduct 5 mock 1:1 behavioral interviews with students to prepare them for an upcoming interview;
- Conduct cold outreach to 10 companies to inquire about their future hiring plans;
- Organize an interview schedule for 45 students and multiple employers;
- Walk through a job offer with a student;
- Prepare a workshop for students on networking best practices;
- Review 5 resumes and LinkedIn pages;
- Review student employment data and create a plan for addressing employment gaps.

Qualifications

Our ideal candidate:

- You believe in the value that CUNY computer science students bring to the tech industry and will be committed to helping students achieve their career goals;
- You have 2-4 years of experience working in, or adjacent to, the tech industry and understand tech careers, companies and hiring practices;
- You have experience coaching or managing people and enjoy working with people to help them overcome obstacles and celebrate accomplishments;
- You are familiar with the CUNY undergraduate student experience;
- You like building and growing relationships and are comfortable with employer outreach, business development, and partnership building;
- You enjoy working with data and can create or improve on data collection and data analyzation processes in order generate insights that can help improve the program;
- You are organized, have strong attention to detail and are able to manage multiple priorities at once.

Bonus Skills:

- Experience working at a tech bootcamp or as a tech recruiter
- Experience in counseling or coaching
- Experience working on Grants (contracts, proposals, data collection)

- At least a working knowledge of one coding language, preferably JavaScript.