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<b>Job Title</b>	Career Coach
<b>PVN ID</b>	BK-2212-005300
<b>Category</b>	Managerial and Professional
<b>Location</b>	BROOKLYN COLLEGE
<b>Department</b>	
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 19, 2023 (Or Until Filled)

## General Description

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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 two cohorts of 25 computer Science undergraduates and 120 program alumni in order to reach their goals of landing a full-time job in software engineering or related fields. Though primarily student-facing, the TTP Career Coach may also work with NYC employers to source internships, apprenticeships, full-time opportunities, and internal departments to establish sustainable best practices identified within the role. The position is projected to be funded through June 2026.

### 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 web development and technical interviewing training, professional development workshops throughout the academic year, 1:1 coaching, a paid summer internship, and ongoing 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:

- Recruit students each year (via info sessions, class visits, and email communications) to participate in TTP Residency establishing and documenting selection measures
- Work with the Program Manager to oversee technical training
- 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 25 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 and 1:1 sessions;
- 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 (such as a showcase/demo day event or a tailored job fair/company visit);
- 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 while tracking employment outcomes; also track Brooklyn College computer science demographics
- Support Brooklyn College's computer science department and career services center by providing program updates, sharing professional development content/best practices of Career Coaching, and reporting lessons learned through mid-year and annual reporting;
- Work with the Brooklyn College faculty advisor to integrate lessons learned into the Brooklyn College Computer Science Department.
- Communicate with the cohort by emailing out new jobs/internships, events, and other opportunities

#### **During a typical week you might:**

- Check-in with students on their status of applying to jobs/internships
- 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 up to 50 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.

## **Other Duties**

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## **Qualifications**

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#### **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 analysis processes in order to 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 boot camp, tech recruiter, or technical writer for tech education
- Experience in counseling or coaching
- Bachelor's Degree in Industrial Organizational Psychology, Marketing, Business, or Computer Science (or similar)
- Experience working on Grants (contracts, proposals, work plans, data collection)
- A working knowledge of at least one coding language, preferably JavaScript