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<b>Job Title</b>	Academic Internship Specialist
<b>PVN ID</b>	LA-2502-006711
<b>Category</b>	Administrative Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Mathematics, Engineering and Computer Sc
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,730.00 - \$70,730.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 18, 2025 (Or Until Filled)

## General Description

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### LaGuardia Community College

Founded in 1971 in Long Island City, Queens, LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers seventy-two associate degree and certificate programs, more than fifty non-degree workforce training programs, and dozens of ESOL, GED, and pre-college programs. In 2023, LaGuardia served approximately 25,000 students. More than one-third of our degree-seeking students (35%) were born outside of the United States, coming to LaGuardia from 136 countries and speaking forty-three heritage languages. More than half (54 percent) are first-generation college students.

Sixty-nine percent of LaGuardia degree students live in Queens; the rest come from Brooklyn and beyond. Virtually all LaGuardia degree students are ethnic minorities (89 percent), 58 percent are women, 27 percent are over the age of 25. Forty-six percent are Hispanic, well above the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Sixty-six percent of LaGuardia degree-seeking students receive some form of financial aid. Close to half of our degree-seeking students attend part-time (49%), usually because they need to work to support their families. Tuition and fees are \$5,271 per year for a full-time student.

The Tech Talent Pipeline Residency at LaGuardia (TTPR@LaGCC) Program is a comprehensive, extracurricular initiative aimed at equipping community college students with the practical skills, industry experience, and professional network necessary to thrive in the competitive tech landscape. The program combines an intensive bootcamp with a robust internship placement component, ensuring that students are not only job-ready but also highly sought after by employers.

This is a grant-funded, in person position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

## Other Duties

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- Establish relationships with employers willing to offer internships and full-time employment.
- Conduct intake meetings with host companies to agree on qualification criteria for internship and entry-level roles.
- Support the TTP Residency brand recognition on social media platforms, such as LinkedIn, to attract businesses.
- Organize networking events, guest speaker sessions, and industry panels to provide students with exposure to the tech industry.
- Match students with relevant internship opportunities based on their skills, interests, and career goals.
- Summarize feedback from industry professionals on LaGuardia's curriculum and communicates it to the TTPR Program Manager.
- Work with the Program Manager to strategize and plan ways to keep employers engaged throughout the length of the program.
- Provide 1:1 career advisement designed to 1) help program participants identify career goals and necessary career milestones, 2) strategize ways to overcome barriers to students' persistence and career success, 3) prepare program participants to apply, interview and secure tech internships and/or full-time positions.
- Assesses and tracks participants' professional skills, technical skills and job readiness.
- Develops and delivers professional and soft skills workshops.
- Collects and analyzes data to propose improvements for technical training, professional development, and career services.
- Other duties as assigned.

## Qualifications

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- Bachelor's degree and four years' related experience.
- Excellent written and oral communication skills.
- An understanding of the tech industry and its relationship to higher education.
- Experience with data and reporting (both quantitative and qualitative written reports).
- Strong organizational skills and attention to detail.
- Ability to work independently and collaboratively in a team environment.

### **Preferred Qualifications:**

- Previous familiarity with academic advisement, particularly in STEM fields.
- Previous professional experience in a tech field, preferably within or adjacent to NYC tech companies.
- Proficiency in Microsoft Office applications and experience or ability to quickly learn appropriate modules in the CUNYfirst system.