

Job Title	Project Coordinator
PVN ID	LE-1711-002215
Category	Clerical/Office Services
Location	LEHMAN COLLEGE
Department	Natural and Social Sciences
Status	Full Time
Annual Salary	\$35,000.00
Hour(s) a Week	35
Closing Date	Jan 08, 2018 (Or Until Filled)

## General Description

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The Tech Talent Pipeline (TTP) at Lehman College is seeking a Project Coordinator with a commitment to increasing student success in the tech sector in New York City.

The Tech Talent Pipeline is designed to enhance Lehman College students' career pathways by providing them with real-world experience in the technology sector and to use data generated by the program to inform curricular discussions. It is a collaboration between the NYC Tech Talent Pipeline (NYC TTP), the New York Code + Design Academy (NYCDA), and Lehman College (City University of New York).

The TTP Project Coordinator will assist with TTP Programming, recruitment and selection and support for Lehman College students in Computer Science.

## Other Duties

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- Communicate effectively to ensure a consistent communication with the Lehman College department staff, faculty and others on the Lehman College campus, and to our partners to disseminate TTP communication
- Data entry and maintenance – generating reports for TTP staff
- Provide an efficient, high touch experience for student candidates and residents from the TTP Application to selection, acting as a support for student preparation for interviews and reviewing and fielding student questions
- Providing program logistic support including preparing rooms for events, and daily program logistics such

- as ensuring student attendance and approving student timesheets
- Fielding student questions/concerns, addressing program issues
- Tracking alumni in jobs to support current students and continuing to track their progress on the job search and employment
- Provide additional administrative support as requested

## Qualifications

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- Experience working in an office environment and experience working with exposure to College Students
- Strong sense of urgency and problem-solving skills
- You're a great listener and communicator, you're not intimidated when speaking with senior executives
- The ability to manage multiple staff and work on multiple projects simultaneously
- Proficient in MS Office suite, Email, Internet
- Experience with RFCUNY administration is a plus

Due to the anticipated volume of responses, we will contact only those candidates who most closely match our requirements. Please submit a resume and cover letter for review.