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| Job Title | BTTIP Internship Coordinator |
| PVN ID | NY-1602-001003 |
| Category | Research |
| Location | NYC COLLEGE OF TECHNOLOGY |
| Department | |
| Status | Full Time |
| Salary | Depends on qualifications |
| Hour(s) a Week | 35 |
| Closing Date | Feb 17, 2016 (Or Until Filled) |

General Description

ABOUT THE BROOKLYN TECH TRIANGLE

The Brooklyn Tech Triangle (DUMBO, Downtown Brooklyn, and the Brooklyn Navy Yard) has become a magnet for the world's pioneering, energetic, and creative entrepreneurs and has emerged as the City's largest cluster of tech activity outside of Manhattan, with nearly 10% of the sector calling this area home.

Homegrown companies are committed to growing here, and outside firms are looking to become part of the scene. DUMBO is bursting with digital companies. The Brooklyn Tech Triangle Internship Program (BTTIP) is a collaboration with CUNY's New York City College of Technology (City Tech), BE.IN an entity of the Downtown Brooklyn Partnership and supported by funding from the New York City Tech Talent Pipeline.

ABOUT CITY TECH

City Tech, of The City University of New York, is the largest four-year public college of technology in the Northeast and a national model for technological education. City Tech has an enrollment of more than 17,000 students in 25 baccalaureate and 27 associate degree programs. For more information, visit www.citytech.cuny.edu.

ABOUT THE POSITION

The Internship Coordinator will work at City Tech and oversee BTTIP in collaboration with BE.IN and New York City's Tech Talent Pipeline. BTTIP connects Brooklyn's growing tech and media sectors to talented students from City Tech. The Internship Coordinator will provide overall coordination of the internship program with major emphasis on student engagement and management of the human resources related components for cohorts of 50-60 student interns. The position works closely with students, and alumni - and must be able to build and maintain relationships.

Other Duties

ROLE AND RESPONSIBILITIES

The Internship Coordinator will report to the Executive Director of Public Relations and work with the Program Manager who will be located at BE.IN to achieve role specific tasks that support BTTIP, including but not limited to:

Student Recruitment and Internship Matching

- Design and administer marketing, recruitment, selection, and eligibility verification
- Notify students of acceptance
- Conduct orientation and final eligibility verification of students
- Provide input on business application and selection
- Plan and execute Speed Interview event
- Secure space at City Tech as needed

Training

- Provide input to DBP as to student needs for training
- Secure space at City Tech as needed

Day-to-Day Administration

- Establish and troubleshoot intern payroll
- Provide support for interns facing personal/professional challenges
- Coordinate professional development services for students at College Work Readiness Office as well as individual referrals to Career Services
- Build intern and alumni community by developing and mobilizing students for group activities
- Augment social media platforms by encouraging student engagement and locating and sharing resources
- Assist with conducting graduation, specifically around intern attendance and participation

Data collection, analysis, and reporting

- Provide analysis of recruitment efforts, student applicant pool and recommendations for improved student recruitment strategy in future Cohorts
- Help conduct site visits
- Provide analysis of survey results and site visits

Qualifications

QUALIFICATIONS

- Bachelor's degree from an accredited institution and two years of related experience, or Master's degree and one year of experience in a professional position in career development and training, workforce development, marketing, corporate and community relations, and/or a related field involving work with industry.
- A thoughtful self-starter with high-energy and demonstrated leadership skills.
- Excellent oral, presentation and writing skills are a must.
- A well organized and self-directed individual who is a team player.
- Outstanding communication skills with a customer service orientation.
- Proven organizational and time management skills.
- Ability to coordinate multiple projects at one time.
- Ability to establish rapport and effective working relationships with diverse stakeholder groups.

COMPENSATION

- Salary commensurate with experience and education.