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<b>Job Title</b>	Technical Career Coach, Tech Talent Pipeline Residency
<b>PVN ID</b>	NY-2411-006544
<b>Category</b>	Instruction and Social Service
<b>Location</b>	NYC COLLEGE OF TECHNOLOGY
<b>Department</b>	Computer Systems Technology
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jan 01, 2025 (Or Until Filled)

## General Description

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The Computer Systems Technology Department at CUNY New York College of Technology seeks a Technical Career Coach/Student Success Manager for the Tech Talent Pipeline (TTP) Residency program. We are looking for an individual who is driven to inspire and motivate first generation computer science students to develop professionally and to support them in the transition from school to their first job in the tech industry. The focus of the role is to provide support to TTP Residents and alumni (approximately 25 students per internship class cohort, but cumulative over several cohorts).

### About the TTP Residency @ City Tech:

The TTP Residency Program at City Tech is a multi-semester program designed to deliver qualified tech talent to local employers and professional tech internship opportunities to competitive NYC undergraduates. Students will receive web development and technical interviewing training, professional development workshops, 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.

Reporting to the TTP Residency Program Manager and the Chair of the Computer System Technology Department, and working collaboratively with the Business Development Manager,

the Technical Career Coach will be expected to:

## Other Duties

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### Career Coach Responsibilities

- Provide 1:1 career advisement designed to 1) help students identify career goals and necessary career milestones 2) strategize ways to overcome barriers to students' persistence and career success 3)

prepare students to apply, interview and secure tech internships and/or full-time positions.

- Share weekly updates on student progress with the SBS Tech Training Implementation
- Collect job outcomes data and supporting documentation and report job outcomes in a timely manner to the SBS Tech Training Implementation Manager.
- Assess and track students' professional skills, technical skills and job
- Work closely with the TTP Residency Program Manager to support program needs and
- Develop and deliver professional and soft skills
- Collect and analyze data to propose improvements for technical training, professional development, and career services.
- Other duties as assigned.

### **Student Success Responsibilities**

- Drive all student engagement activities across the current and the previous cohorts, including all student-focused communications such as newsletters, job postings, program updates via email and other activities.
- Work with Program Manager to support full-stack development training.
- Other duties as assigned.

## **Qualifications**

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### **Required Qualifications:**

- Bachelor's degree in Computer Science, Human Resources, or other relevant field
- Proven track record of offering career guidance and connecting eligible candidates to employment
- Ability to recognize skills gaps and develop plans to aid in personal and career growth
- Excellent verbal & written communication skills
- Excellent organizational, problem-solving, leadership, and interpersonal skills

### **Preferred Competencies:**

- Experience working in a college institution in a student-facing role
- Experience with or willingness to learn Brightspace, HandShake, and HackerRank, social media (LinkedIn) and GitHub, Slack, Discord, Microsoft Forms, and Microsoft Excel
- Working knowledge of at least one coding language, preferably JavaScript