
Job Title	CSTEP Internship & Research Coordinator
PVN ID	QB-2402-006150
Category	Administrative Services
Location	QUEENSBOROUGH C. C.
Department	Student Affairs/ CSTEP
Status	Part Time
Hourly Rate	\$20.00-\$30.00
Hour(s) a Week	5.00-9.00
Closing Date	May 08, 2024 (Or Until Filled)

General Description

This is a grant-funded, Part-time position with the Research Foundation of CUNY, working at Queensborough Community College. Continued employment past June 30th, 2024 is dependent on future funding.

Queensborough Community College, operating within the framework of the City University of New York, seeks an Internship & Research Coordinator for our CSTEP Program (Collegiate Science and Technology Entry Program, funded by the New York State Department of Education). The CSTEP Program is designed for students who are planning careers in science technology, engineering, mathematics (STEM) and the licensed professions. To participate in the program, a student must be registered in a related degree program, be a New York State resident, and be a member of a minority group historically underrepresented in these professions.

CSTEP provides a number of services to enrich and support students' personal, academic, and career development. Activities include academic advisement, special topic workshops, faculty and peer mentoring, laptop and textbook loans, and internship and research placement opportunities. Finally, CSTEP helps students to establish clear professional and career goals and the skills to be successful in a profession after college.

CSTEP is seeking an innovative and enthusiastic team member to work with the Program Director and the Program Coordinator to assist with program activities, foster community building, and work directly with the CSTEP students on academic and career development. CSTEP has numerous collaborations with college offices and other externally-funded programs with similar goals, so coordination of activities with other programs will also be required.

Other Duties

- Will serve as the primary contact for CSTEP students seeking internships and research placement.

- Promote opportunities to students via email, social media, WhatsApp, workshops, and club events.
- Act as the primary liaison between internship/research seekers and internship/research site coordinator.
- Will assess student skills, qualifications, and needs for placement.
- Responsible for establishing relationships with external internship/ research organizations.
- Monitor and report students' internship and research activity completion.
- Responsible for developing and maintaining an internship/research database.
- Ensure that all eligible and interested CSTEP students are placed in an appropriate internship or research activity prior to graduation.
- Represent CSTEP at on and off campus events.
- Provide presentations and workshops to students.
- Create content and posts for the CSTEP Instagram account.
- Other duties as assigned.

Qualifications

- Bachelor's degree preferably in STEM or related fields.
- Minimum of one (1) year of professional experience working in Higher Education- or a state/ federal program- or potential first-generation college students.
- Demonstrate understanding of the barriers confronted by program participants.
- Strong verbal and written communication skills.
- Ability to organize, track and manage data, documentation, and records in Microsoft Excel.
- Ability to communicate with students, faculty, staff, business owners and managers.

Preferred candidates:

Experienced in facilitating collaborations among students, faculty and other professionals in a school setting preferred.