Job Title	Career Coach
PVN ID	VR-2105-004041
Category	Instruction and Social Service
Location	OFFICE OF VC FOR RESEARCH
Department	CUNY Institute for Software Design and D
Status	Full Time
Annual Salary	$56,000.00 - $58,000.00
Hour(s) a Week	35
Closing Date	Aug 20, 2021 (Or Until Filled)

General Description

Job Description:

CUNY Tech Prep is looking for a passionate Career Coach to oversee and deliver an industry-informed professional skills curriculum while one of our current Coaches is on parental leave (August 2021 - January 2022). The Career Coach will successfully guide participants—who are students in Computer Science and related fields-- into jobs and paid internships in New York City's tech sector through one-on-one and group coaching.

This Career Coach, with a team of two other Career Coaches, owns the professional skills training elements of CUNY Tech Prep.

During a typical week you might:

- Review resumes and provide feedback;
- Coordinate candidate referrals to employer partners;
- Conduct a mock 1:1 behavioral interview with an alumni to prepare them for an upcoming interview;
- Conduct outreach to check in with students after meetings;
- Work with the Career Coach team to discuss student successes and challenges;

In addition to their career coaching duties, this Career Coach will act as the team's CUNY Engagement Manager role, where they would lead the sharing and reporting of best practices from CTP with the 9 senior colleges and TTP through organizing and co-leading info sessions and an annual data report to share student progress, with the support from their fellow career coaches and technical instructors.

The Career Coach reports to the Career Coach Manager of CTP but generally operates with a wide degree of autonomy.

Other Duties

Primary Responsibilities

- Equip caseload of approximately 50 undergraduate Junior and Senior-level students with the tools, resources, and support they need to land a full-time job or paid internship in the New York City tech sector
- Conduct industry-level professional skill development using CUNY Tech Prep's module-based Career Curriculum
- Assess students' professional skill ability at several points throughout the 2021-2022 academic year
- Primarily deliver student service through scheduled 1-hour individual in-person meetings at our Midtown Manhattan office, as well as through remote electronic service. *Note: CTP is held virtually and CTP staff will be working remotely in alignment with CUNY guidelines until COVID-19 precautions are lifted.*
- Support CTP alumni for at least three months following program completion and/or graduation and as otherwise required by NYTTP
- Track and contribute data including but not limited to:
  - Meeting content and other significant contact with students, including time spent directly with students, type of assistance rendered, etc.
  - Number of submitted job applications, scheduled interviews, and offers per student
  - Written content for weekly, monthly, and biannual meetings/reports to NYTTP and CISDD on activities, task progress, successes, concerns, recommendations, and discussion points
- Schedule and deliver professional skill lectures/workshops during evening technical class sections; be available for at least 4 such presentations per semester

Additional Responsibilities

- Stay up-to-date on emerging trends across the CUNY senior college system and the NYC tech sector
  - Attend at least one networking event per month, typically on weekday evenings, to keep up-to-date on best practices in the tech industry regarding employee recruitment, interviewing, hiring, etc.
  - Engage with CUNY colleges (i.e. Career Centers, Computer Science and related academic departments, and other relevant offices) for collaboration or support of CUNY Tech Prep's mission and work

- Other programmatic support duties, as assigned

Qualifications

Our ideal candidate has:

- A Bachelor's Degree with 1-2+ years experience counseling or career coaching, ideally in a university, high school, vocational school, or other workforce development setting;
- Experience coaching job seekers during the job search process and with developing skills, such as resume and cover letter writing, networking, interviewing, setting timelines, and researching roles in a given field;
- Prior experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds, such as first-generation college students;

- Willingness to learn about the programming languages and technologies desired by employers and relevant to students;
- Demonstrated organizational skills for tracking and analyzing quantitative and qualitative data, and a commitment to generate the results for program's reporting needs and insights to improve the program;
- Integrity when handling sensitive and personal student circumstances and information;
- Ability to maintain a flexible schedule to accommodate student schedules and evening programming
- A passion for training the next generation of NYC's top computer engineers/developers
- A can-do mentality that includes willingness to take on additional responsibilities and continually improve the program; excitement about working on a team in a startup-like environment.

Bonus Skills:

- Experience working in the NYC tech sector and knowledge of current employer demands for entry-level software engineers and developers
- Existing professional and/or personal network with strong contacts within the greater NYC tech industry
- An understanding of the concepts of institutional and structural discrimination and bias and their impact on underserved and underrepresented communities
- Experience in CUNY is a plus

After passing the online application stage, candidates can expect the process to involve: 1) an initial phone screen, followed by 2) an activity centered around career coaching, leading to 3) an in-person/virtual video interview, and ending with 4) a call to your references before a final decision is made.

Please write a tailored cover letter when applying for this role. In your cover letter, include contact information (email & phone number) for 2 professional references at the bottom of the page; we won't contact them unless we notify you.

We are an equal opportunity employer.