

Baruch College Now
College Assistant Job – 2023-2024

College Now is a collaborative initiative of the City University of New York and the New York City Department of Education. Its primary goals are to improve the academic achievement of the city's public high school students and to ensure that graduating students are ready to do college-level work. College Now at Baruch College is committed to providing high quality educational opportunities for students both in the high schools and at the college. College Now at Baruch College supports the development of written and oral communication skills, advanced coursework to supplement the high school curriculum, information literacy skills, and skills in critical thinking and problem solving.

Reporting primarily to the College Now Director or Assistant Director, the College Now College Assistant will assist with the daily operations of the College Now program at Baruch College.

Compensation: \$20/hour for up to 19 hours a week.

Schedule: Availability between the hours of 9AM - 5PM Monday -Thursdays in-person at Baruch.

Note: Maximum tenure for any employee in this hourly position is 1040 hours per year

Minimum qualifications: Completed at least two years of college, possess strong interpersonal skills, have experience working with youth and in an office setting.

Specific Duties

- Monitor and respond to people through the main email account and via phone, help student participation and retention, and help manage social media accounts.
- Assist staff with administrative, outreach and orientation tasks for students, parents, and schools
- Join the team on visits to local high schools
- Contribute to the program's social media accounts
- Help compile and update relevant program materials and resources

Qualifications

-Required:

- Minimum of two years of college
- Possess good interpersonal skills and office etiquette
- Excellent written and verbal communication skills
- Familiarity with CUNYfirst and Excel
- Attentive to Details

-Preferred:

- Prior experience working with high school population
- College Now or dual enrollment experience
- Have an interest in education, communications and/or marketing
- Capable of working well on team projects while balancing individual assignments
- Strong knowledge of various social media platforms and Canva
- Strong knowledge of Baruch's campus

Apply by September 12, 2023 at 5PM by emailing your resume, a brief cover letter with why you're interested in the position and your unofficial transcript to collegenow@baruch.cuny.edu with the subject line "College Assistant".

To learn more about Baruch College Now please visit <https://collegenow.baruch.cuny.edu/>