

Job Title: Summer Program Assistant (Multiple Positions)

Description of Organization:

The STEP Academy is a science education and college preparation program managed through the CUNY Research Foundation that currently serves over 100 students in grades 7 through 12. The summer program will operate at Baruch College over four weeks in the month of July (July 8th through August 1st) from 9:30am until 2pm. For more information, visit our website at www.baruch.cuny.edu/step.

Summary of Responsibilities:

The STEP Academy at Baruch College is seeking energetic assistants to monitor attendance, coordinate and supervise laboratory experiments, classroom activities, and field trips for middle and high school students enrolled in the program this summer.

Specific Duties

- Assist professors with their respective classes
- Provide support to faculty by preparing materials as requested
- Supervise students throughout the day
- Chaperone students to various field trips around NYC
- Monitor and maintain student attendance records
- Set up and clean up classrooms/labs
- Perform additional duties related to STEP Academy as needed

Qualifications

Required

- Current college undergraduate/graduate student
- Be available from 9:00am – 2:30pm for duration of program
- Works well under pressure and possess good interpersonal skills with teenagers

Preferred

- Major in a STEM field
- Have an interest in education
- Experience working with middle or high school population

Compensation

- \$17/hour 5.5 hours daily Mondays through Thursdays
- 9:00am - 2:30pm for four weeks (16 sessions)

Please direct resumes with the subject line *Summer Program Assistant Position* to brian.kane@baruch.cuny.edu