University College Pre-College Programs Program Lead - Coding Academy

Position Overview

The Tufts Pre-College team is currently seeking a Program Lead to assist in managing our 2-week coding program: our Coding Academy Summer Intensive, offered by Tufts' University College to rising High School juniors, seniors, and graduating seniors. The Coding Academy will enable students to begin to master the skills necessary to build interactive applications (using Python) that solve real world problems, regardless of initial skill level. Coding Academy will offer two sections: Coding 101 and Coding 202. Students will have the opportunity to opt into Coding 202, prior to program start or after the first day, if they have previous coding experience. The mornings will begin with lectures separated by section and afternoons will unite both sections for joint skills building workshops, TechTreks, and app development time. Students will have the opportunity to visit local tech companies ('Tech Treks'), supplementing in-class instruction and introducing students to the vast array of career paths available in the ever-expanding world of technology.

Time Commitment

Coding Academy will run over 2 weeks during the summer from July 9th to July 21st, 2023. The Program Lead can expect to work an average of 5-10 hours per week upon hire during the fall and spring semesters for pre-program planning including mandatory monthly program lead meetings, with full time hours during the 2 week summer program.

Program Planning: 5-10 hours/week November-June (flexible days/times)
Program Dates: July 9th to July 21st, 2023 (2 weeks)
Program Hours: Monday-Friday 9am-5pm

Compensation

The total compensation for the University College Pre-College Programs Program Lead position, inclusive of all planning and program time, is $4000.

Responsibilities

- Program Planning and Preparation
  - *Admissions:* manage faculty application review process, review applications, correspond with applicants, post admission letters, administer course changes as necessary

- *Marketing:* review marketing materials, suggest website updates, engage in email and phone outreach to leads/applicants/parents before and during program, participate in social media campaigns
- *Hiring/Payroll:* engages in recruiting, payment, and related logistics for guest speakers, teaching/course assistants, and lab mentors in collaboration with the UC team. May supervise TAs/CAs.
- *Program Materials Prep:* supports course instructor with program logistics such as Canvas, Zoom, resource planning, and other preparation
- *Program Planning:* support course instructor with planning sessions, workshops, course schedule, curriculum, field trips, and opening/closing activities

- Operations
  - *Communications:* acts as main point of contact for program
  - Schedules all necessary trainings
  - *Program Implementation:* with instructor, implements and oversees sessions, liaises with participating staff, faculty and guest speakers. Posts grades.

Qualifications

- Strong interpersonal, communication, and customer service skills (written and verbal)
- Adept critical thinking, process development, and operationalization. Strong attention to detail
- Excellent project management skills, prioritization abilities and navigation of tight deadlines
- Proficiency and previous experience with Microsoft Office Suite strongly preferred
- Previous experience in research and/or program management preferred
- Previous experience working with high school aged students preferred