



The City College
of New York



POSITION: Bossgirls Program Assistant
REPORTS TO: Instructor and Program Manager
ROLE TYPE: Part Time/Seasonal - In-person
HOURLY RATE: \$20/hour
Application closes February 16, 2025 at 11:59pm ET

Role: The Zahn Center seeks a program assistant to support the Bossgirls program staff and its students.

Position Summary: The Bossgirls Program Assistant will support program staff in the daily operations of our Bossgirls program, and foster a supportive learning environment for the students. They will coach bossgirls as they develop startup ideas. They will develop a deep understanding of each students' progress & challenges, and be able to report this to program staff.

About the Bossgirls Bootcamp: Sponsored by Standard Chartered Bank & powered by the Zahn Innovation Center, Bossgirls is a free entrepreneurship camp for high school girls and non-binary students. Students work on their own startup ideas as they learn to build a business from the ground up. They'll gain new skills, develop greater confidence, and make new friends along the way. As an added bonus, students are provided with mentorship through our sponsors at Standard Chartered, and they hear from women entrepreneurs throughout the program.

Subjects/skills covered:

- Ideation/Design Thinking
- Customer Discovery, Research, and Interviewing
- Business Model Development
- Marketing
- Competitive Analysis
- Financials
- UI/UX Design & Prototyping
- Presentation skills, and more!

The Bossgirls Bootcamp will be in-person for Summer 2025. The program meets Mondays-Thursdays from 10:30am-1:30pm, June 30 - July 31, 2025. There may be some additional afternoon sessions.

You can find more info here: <https://www.ccnycunyu.edu/zahn/bossgirls>.

About the Zahn Innovation Center: The Zahn Innovation Center is a startup incubator at The City College of New York offering programming to cultivate the entrepreneurial mindset. You can learn more at: <https://www.ccnycunyu.edu/zahn>.

Essential Functions:

- Attend Bossgirl sessions and track student attendance and class participation
- Create slides, handouts and other programmatic materials
- Support workshop leaders with any technical issues/operational needs
- Help the students acclimate to the program, understand the materials and complete deliverables
- Coordinate logistics for guest speakers, mentor meeting, and pitch practice sessions
- Manage operational tasks of in-person sessions, including media and tech support, gathering materials, cleaning the space, etc.
- Additional functions may be assigned

Position Requirements & Qualifications:

- Must be authorized to work in the United States
- Has a professional manner and can act as a role model to young girls
- Punctual, motivated, energetic and enthusiastic self-starter
- Capable of working independently or collaboratively depending on the situation
- Strong attention to detail
- Proactive and creative problem-solver able to get things done quickly, efficiently, and accurately
- Excellent written/verbal communication skills, organizational skills and interpersonal skills
- Must be able to work within deadlines and handle multiple responsibilities at once
- Proficient in Google Suite (experience with Google Classroom a plus)

Preferred Skills

- Knowledge and basic understanding of entrepreneurship
- Tutoring and mentoring experience
- Experience using Mailchimp, Canva and Slack
- Experience hosting meetings in Zoom and other video conferencing platforms, such as Google Meet
- Experience with photo and video editing
- Prior experience working with high schoolers
- Prior experience participating in an entrepreneurship program is a plus!

Schedule: This is an in person internship, located at The City College of New York, 160 Convent Avenue, New York, NY 10031. You will work Mondays-Thursdays, June 16 - August 7, 2025, 9:30am-3:30pm; half hour unpaid lunch.

- **June 16 - 27: Orientation, training and pre-program preparation**
- **June 30 - July 31: Attend and assist with the Bossgirls Bootcamp program**
- **August 4 - 7: Post-program wrap up**

Apply: Please email your thoughtfully written cover letter and resume to the Zahn Innovation Center (bossgirls2025@zahncenternyc.com) with the Subject Line: Bossgirls Program Assistant Application. Questions? Reach out to bossgirls2025@zahncenternyc.com. Application closes **February 16, 2025 at 11:59pm ET.**