



POSITION: Bossgirls Program Instructor
REPORTS TO: Program Manager
ROLE TYPE: Contract

Role: The Zahn Center seeks an instructor for the Bossgirls summer program. This position will also manage program interns who will provide teaching assistance and operational support for the program.

Position Summary: The Bossgirls Instructor will foster a supportive learning environment, and lead the daily operations of our Bossgirls program. They will act as the primary liaison for bossgirls parents, guest speakers, and mentors. The instructor will run daily sessions, which will be a mix of educational workshops, mentor sessions, student presentations and founder talks. They are responsible for developing curriculum, securing guest speakers, organizing field trips and preparing the students for the program finale. They will develop a deep understanding of each students' progress & challenges, and be able to report this to stakeholders. The Bossgirls Instructor will supervise the program interns, who will act as TA's during the program.

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 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 at The City College of New York (160 Convent Ave, New York, NY). 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.cuny.edu/zahn>.

Essential Functions:

- Lead the daily operations of our Bossgirls Bootcamp
- Be the main point of contact for students, parents/caregivers, guests, mentors, and interns
- Manage any student and/or team dynamics issues that may come up with students during the program
- Lead student/parent virtual orientation sessions
- Train and supervise interns
- Coach bossgirls through the creation of their startup ideas and prepare them for the finale event
- Prepare syllabus and entrepreneurship curriculum
- Secure guest speakers and plan field trips
- Work with Zahn staff and program sponsor, Standard Chartered Bank to organize finale event
- Track data, metrics, feedback and observations for end-of-program summary report
- Lead an end-of-program retrospective with the interns and other Zahn staff

Position Requirements & Qualifications:

- Must be authorized to work in the United States
- Knowledge and basic understanding of entrepreneurship
- Classroom teaching, tutoring and mentoring experience
- Curriculum development
- Experience managing staff
- 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)
- Experience hosting meetings in Zoom and other video conferencing platforms, such as Google Meet
- Must be able to commit to the schedule (below), and be present for the whole program

Preferred Skills & Qualifications:

- Founder experience and/or completed an entrepreneurship program
- Holds a Bachelor's degree in Education, Entrepreneurship, Business, Humanities, or some other related field
- Prior experience working with high schoolers
- Experience using Mailchimp, Canva and Slack
- Experience with photo and video editing

Instructor Schedule: This contract position starts April 21st, and ends August 7th.

Pre-program:

- April - May: Syllabus and curriculum planning
- Mid-May: Virtual parent/student orientation (2 sessions; afternoon & evening)
- June 16 - 27: Orientation and intern training and pre-program preparation

During program:

- June 30 - July 31: Lead the Bossgirls Bootcamp and manage the interns (Mon - Thurs, 9:30 am - 3:30 pm)



The City College
of New York



Post-program:

- August: Debrief staff and prepare program report

Apply: Please email your thoughtfully written cover letter and resume to the Zahn Innovation Center (bossgirls2025@zahncenternyc.com) with the Subject Line: Bossgirls Program Instructor Application. Questions? Reach out to bossgirls2025@zahncenternyc.com. Application closes **March 15, 2025 at 11:59pm ET**.