

TECH MENTOR SCOPE OF WORK

Part of Syracuse Surge, ERIE21 has created the pipeline Central New York needs to enable local students and their families to rise above pressing poverty, serving more than 450 Syracuse middle and high school students since 2018, and providing professional development in coding to 120 Syracuse City School District teachers. Additionally, ERIE21 has advanced Upstate New York's tech community through providing technology programming and career preparation for more than 120 economically vulnerable college students since September 2020. Furthermore, ERIE21 has collaborated with industry and community partners to design and deliver custom-tailored clinics, undergraduate certificate programs and career development opportunities to more than 30 unemployed/underemployed adults in this community since March 2021, serving predominantly women and people of color. Together with academic, industry and community partners, ERIE21 has proven their ability to provide a pipeline of diverse, technical talent to the private sector and to advance this region's vision for a sustainable and vibrant future in technology and innovation.

OVERVIEW

LeMoyne College/ERIE 21 is seeking to contract a skilled individual to be a tech mentor. The contractor will provide instruction and support to a class of up to 20 software development apprentices, from February 2022 to February 2023. The Tech Mentor role will pay \$65/hr for 20-25 hours per week.

To apply please send resume and cover letter to Nicole Adams, jone6295@lemoyne.edu by February 13th, 2022.

OBJECTIVE 1: Design and implement employer-informed/customized curriculum for Surge Coding Apprenticeship, in the following formats:

- 4-week pre-apprenticeship training that includes:
 - Foundational software development skills applicable to all apprenticeship sponsor employers
 - Customized training required for specific apprenticeship sponsor employers, which may include self-directed online learning
- 6-12 month apprenticeship that includes:
 - Weekly (Friday) class activities to reflect, problem solve and build skills needed for success in apprenticeship. This will include both hard and soft skills.
 - At least once per week visits to apprentice worksites to support apprentices on work projects and/or provide specific instruction related to work projects
 - At least weekly interaction with apprentice supervisors to design projects and evaluate apprentices, including identifying areas where they need additional skills.

OBJECTIVE 2: Collaborate with Work Train and ERIE 21 team to design selection process for Coding Apprentice, including candidate profile, apprenticeship selection criteria and aptitude testing tools.

TECH MENTOR ROLE

The time average dedication is 20-25 hours for a given week you'll be prepping, teaching, and providing technical support. Dates and times are approximate and may change.

Program Design: February - March 2022

- Meet with employers to understand and gather information on the skills, software, and languages needed to start in a software entry-level position such as quality assurance, tester, and junior software developer.
- Create learning objectives and design program curriculum(s).
 - Additional curriculum to be designed for specific employers.
- Create a playbook that includes program curriculum, projects, and benchmarks.
- Create apprentice and employer feedback forms.

4-week pre-apprenticeship: April - May 2022.

Classes will take place *TBD*, tech mentor schedule will be a factor in deciding the schedule.

- Prep-work
- In-class Teaching
- Office hours
- Grading/Assessing Skills
- 1:1 Time

You may need to put in hours occasionally on the weekends and after normal work hours.

Apprenticeship: May 2022 - April 2023

- Teach program curriculum to cohort virtually and on-site (multiple employers).
- Ensure that apprentices are progressing and on track with their learning objectives.
- Provide technical assistance to apprentices during 1-1 times, office hours and as needed.
- Create apprentice and employer feedback forms.
- Setting learning objectives with each employer and assessing apprentices to learning objectives
- Supporting individuals with on-the-job projects
- Additional curriculum to be designed for specific employers.
- On-going communication with employers to understand and gather information on the skills, software, and languages needed to succeed in the apprenticeship.
- Develop and cultivate relationships with employer' supervisors and frontline staff.
- Meet with supervisors bi-weekly/monthly to discuss the apprentice's progress, curriculum content, and on-the-job work/projects.
- Update apprentice and employer feedback forms as needed
 - Gather and analyze feedback - adjust content and support as necessary.

You may need to put in hours occasionally on the weekends and after normal work.

QUALIFICATIONS:

- Extensive knowledge in software development and programming.
- Experience in curriculum development.
- Demonstrated experience working with young people of color in a teaching/learning environment.