



SURGE CODING APPRENTICESHIP COORDINATOR

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 the Surge Coding Apprenticeship Coordinator. The contractor will provide technical instruction and support a class of up to 20 software development apprentices, from May 2022 to May 2023. The Surge Coding Apprenticeship Coordinator will be compensated monthly for 12 months, at a rate to be negotiated.

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

- 4-week pre-apprenticeship training that includes:
 - Foundational technical & soft skills applicable to all apprenticeship sponsor employers.
 - Customized training required for specific apprenticeship sponsor employers, which may include self-directed online learning.
- 12-month apprenticeship that includes:
 - Weekly class workshops and activities to reflect, problem solve and build skills needed for success in apprenticeship. This will include both hard and soft skills. Delivery of content will be in-classroom and self-paced.
 - At least once per week visit apprentices at their worksites, support them on work projects and/or provide specific instruction related to work projects.
 - On a weekly/bi-weekly basis meet with the direct supervisor of the apprentice to discuss current and upcoming projects the apprentice(s) is/will be working on, areas of success and improvement, and opportunities for the apprentice to learn additional skills.

SURGE CODING APPRENTICESHIP COORDINATOR ROLE

The Coordinator will meet with employers, prepare learning content, teach, and provide technical support to apprentices. Dates and times are approximate and may change. We estimate the Coordinator will need to work approximately 20 hours per week, but hours will fluctuate depending on the needs of the program; the Coordinator will be paid a flat monthly fee regardless of hours worked.

4-week pre-apprenticeship: June 2022

Classes will take place in June 2022.

** Surge Coding Apprenticeship Coordinator and instructor(s) schedule will be a factor in deciding the pre-apprenticeship schedule.*

Pre-apprenticeship training duties include:

- Finalizing topics being taught and the schedule of the training.
- Setting up and managing a learning management system with curriculum content, homework, grading, and assessments.
- Coordinating and communicating with subject matter experts to come into the classroom to teach specific topics.
- Teaching class on topics not covered by subject matter experts.
- Holding weekly office hours
- Scheduling 1:1 time with apprentices to ensure they are progressing and on track with set learning objectives.

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

Apprenticeship: July 2022 - May 2023

Apprentices support duties include:

- Coordinating and communicating with subject matter experts to come into the classroom to teach specific topics.
- Teaching program curriculum weekly to cohort virtually and on-site at multiple employers.
- Ensuring that apprentices are progressing and on track with their learning objectives.
- Providing technical assistance to apprentices during 1-1 times, office hours and as needed.
- Setting learning objectives with each employer and assessing apprentices to learning objectives.
- Supporting individuals with on-the-job projects.

Employer engagement duties include:

- Developing and cultivating relationships with employer' supervisors and frontline staff.
- Communicating with employers to understand and gather information on the skills, software, and languages needed to succeed in the apprenticeship.
- Designing, developing employer-specific curriculum and teaching it to apprentices based on employer feedback.
- Meeting with supervisors bi-weekly/monthly to discuss the apprentice's progress, curriculum content, and on-the-job work/projects.

Administrative duties include:

- Implementing apprentice and employer feedback loops via surveys/forms, 1-1s and group meetings.

- Gather and analyze feedback - adjust content and support as necessary.
- Coordinating and communicating with subject matter experts to come into the classroom to teach specific topics.
- Managing a learning management system with curriculum content, homework, grading, and assessments.
- Collaborating with CenterState CEO, On Point for College and Careers in Code staff.

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 women and people of color in a teaching/learning environment.

To apply, please send a resume and cover letter to Nicole Adams, jone6295@lemoyne.edu as soon as possible.