

Grant sponsored instructional aide for Geospatial Workshops

Job Description: Two assistantships are available for qualified candidates (undergraduate or graduates) to assist the Geospatial Instructor for delivering ten (10) weekend (Saturday) middle and high school geospatial workshops. The workshops will be held from **March 2 to May 18, 2019** at the BCC Geospatial Center of the CUNY CREST Institute. The middle school workshops will run from 9:00am-12:00pm and high school workshops will run from 1:00pm – 4:00pm. Lunch (12:00pm – 1:00pm is bring your own).

The graduate assistant is expected to perform the following duties:-

- To assist the GIS instructors in preparing learning materials.
- To format and proof read and test hands-on exercises.
- Organize data folders and photo shoots.
- Manage participant information - attendance sheets, evaluation sheets, assessment forms.
- Assist the instructor in running the workshops.
- Coordinate and plan for hosting guest speakers.
- Coordinate with different offices at BCC and if necessary York College.
- Carry out other tasks (assigned by the Director of BGCCCI) that may be related to the successful delivery of the workshops.

Rate: The assistant will receive a stipend of \$1000 or \$33.3/hr. [**Note:** *each session every Saturday will be for 3hrs, and there will be 10 such sessions on each Saturday*]. For two additional sessions the GA will receive stipends at a different rate.

Weekly schedule: Every Saturday from 9:00am-12:00pm and 1:00pm – 4:00pm. (**Assistants are required to report 30 minutes before and stay back for 30 minutes after the workshops for helping in organizing the paper work. The extra time is not paid for**)

Interested candidates (undergraduates or graduates may apply (cover letter, updated resume and two professional references) directly to the

Dr. Sunil Bhaskaran.

NSF-ATE & NASA Program Director.

BCC Geospatial Center of the CUNY CREST Institute (BGCCCI),

PI – NSF-ATE – ‘Pathways to Geospatial Technology and Careers’

Email: Sunil_director.bgccci@bcc.cuny.edu

or Sunil.Bhaskaran@bcc.cuny.edu

I understand the above responsibilities and agree to work at BGCCCI in a professional and diligent manner.

Signature _____

Print your name _____

Date _____