
Job Title	Program Manager, Executives on Campus Program
PVN ID	BA-2102-003842
Category	Administrative Services
Location	BARUCH COLLEGE
Department	Alumni Relations Office
Status	Full Time
Annual Salary	\$55,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Apr 04, 2021 (Or Until Filled)

General Description

The Executives on Campus Program develops, promotes and produces mentoring partnerships between Baruch College students and volunteer mentors from across the New York City business and non-profit communities. Senior professionals are paired with undergraduate and graduate students from the Zicklin School of Business, the Marxe School of Public and International Affairs, and the Weissman School of Arts and Sciences, requiring a high level of collaboration between stakeholders both on and off campus. The program engages alumni and non-alumni participants while providing students with invaluable access and insight into what it takes to be successful both on the job market and in the workforce. Key activities include short and long term one-on-one and group mentoring programs and professional development events. The overarching goal is to help students define and pursue their career aspirations and to develop career management skills that will allow them to navigate dynamic job markets throughout their working lives. Occasionally, custom mentoring programs are developed in partnership with Baruch academic departments and/or specific companies/organizations to serve select student populations at Baruch College.

The Executive on Campus Program Manager will manage event logistics, student and mentor recruitment, matching, program data and communications for the Executives on Campus Program. This position requires contact with the College's senior leadership, Baruch's most successful alumni, and a broad diversity of New York City's corporate and nonprofit professionals.

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Other Duties

- Manage the annual production and logistics for 3-4 major virtual and/or in-person short-term mentoring programs, including recruiting, registration, selection, and matching and related event logistics

- Manage the planning, production and logistics for 2-3 professional development “Job\$mart” virtual/in-person events a year and mentor appreciation events
- Communicate regularly with mentors and mentees on program timeline and details leading up to event
- Conduct post-event surveys to evaluate and determine program’s effectiveness
- Draft and update mentor and mentee resource materials, program guides, e-newsletter, website and social media posts
- Manages EOC promotional item inventory and budget
- Take on additional projects as needed, and represent EOC at various on and off campus events

Qualifications

- Bachelor’s Degree and three years related experience required
- Superior attention to detail, event planning, project and data management skills required
- Strong oral and written communication skills needed, with social media and design skills a plus
- Collaborative, solutions-oriented, and able to provide outstanding customer service in a fast paced environment
- Computer proficiency specifically in Microsoft Word, Excel and PowerPoint, with familiarity of Qualtrics and Raisers Edge a plus
- Demonstrated ability to work independently and as part of a team, within the department and with faculty and other administrators