

Job Title	MARKETING & COMMUNICATIONS PROGRAM MANAGER, CAREER LAUNCH &
PVN ID	BA-2301-005317
Category	Research
Location	BARUCH COLLEGE
Department	STARR
Status	Full Time
Annual Salary	\$60,000.00 - \$61,000.00
Hour(s) a Week	35
Closing Date	Mar 03, 2023 (Or Until Filled)

General Description

Career Launch/Spring Forward Internship Programs seek a supportive, flexible, and detail-oriented professional to serve as one of two Program Managers. The Program Manager will report to the Spring Forward Hub Director. This person will be directly involved in program planning and execution and will be responsible for student recruitment and support.

Spring Forward and Career Launch are paid internship programs for undergraduate CUNY Students with little to no paid internship experience. Baruch College is one of four colleges selected as a “hub” and will create opportunities related to the field of Marketing & Communications. Students will apply to specific hubs and once accepted to the program, apply to jobs within the industry. Each college hub will match students to their designated worksites and manage relationships between the student and employer.

The Career Launch/Spring Forward Hub Program Manager will be an employee of The Research Foundation of CUNY and will report to the Hub Director.

This is a full-time, temporary, remote position, beginning in January 2023. The position will run through June 2023 with the possibility of extension.

DUTIES AND RESPONSIBILITIES:

Reporting to the Hub Director, the Program Manager is responsible for ensuring all students within their hub are matched. The Program Manager will coordinate the application process for CUNY Career Launch, facilitate student recruitment, training, and matching. They will work closely with the employer focused Program Manager to ensure all stakeholders are receiving consistent support and messaging.

Hub Program Support

- Assist with implementation of the Career Launch/Spring Forward program at the hub level
- Support the Hub in program roll-out and execution
- Support the training of student interns on processes, tools, policies and work readiness;
- Support the recruitment and matching process of student interns

- Address and follow up with student issues as they arise

Other Duties

Qualifications

QUALIFICATIONS

The successful candidate will have the following knowledge, skills and abilities:

- A Bachelor's Degree; an advanced degree in social work, higher education administration, or social science discipline;
- At least two (2) years' experience in administration of complicated and fast paced programs; professional consulting experience is a plus
- Incredibly strong administrative skills and ability to anticipate problems and find solutions
- Outstanding verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external partners.
- Strong computer proficiency using standard office software programs and CRM databases, in particular Microsoft Office and Excel or Google Sheets.
- Experience working collaboratively in a team-oriented and outcomes-focused environment;
- Ability to thrive in a fast-paced, dynamic, and ever-changing work environment.

PREFERRED QUALIFICATIONS

- Experience in workforce development, career services, student services education or a related non-profit field.
- Implementation of a first-time program.
- Intermediate data analysis skills.
- Public speaking or group facilitation experience.

To apply, please upload a resume and cover letter with your application.