

<b>Job Title</b>	Sr. Program Coordinator for ACE Technology Programs
<b>PVN ID</b>	BM-1806-002574
<b>Category</b>	Instruction and Social Service
<b>Location</b>	BOROUGH OF MANHATTAN C. C.
<b>Department</b>	Adult Continuing Education
<b>Status</b>	Full Time
<b>Salary</b>	Depends on qualifications
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Mar 14, 2019 (Or Until Filled)

## General Description

---

BMCC is seeking an experienced and entrepreneurial self-starter Sr. Program Coordinator with strong operational management skills- as well as knowledge of New York City's technology industry. A highly collaborative position, the Program Coordinator will work closely with stakeholders involved in tuition and grant funded projects, including: the CUNY Central team and other college partners; the CUNY TechWorks industry advisory board comprised of employer, industry, nonprofit, and city government representatives; faculty members involved in the development and delivery of curriculum.

This position will primarily report to the Director of Workforce Development, and secondarily to the Dean of Continuing Education.

### General Description:

Providing strategic guidance and oversight of program implementation and operations in collaboration with key stakeholders. Specific tasks include, maintaining a portfolio of tuition programs with rigorous quarterly enrollment targets, defining the program structures and systems, designing and executing program policies and procedures, and ensuring that the project is always on track to achieve its goals and outcomes. The Sr. Program Coordinator will collaborate with internal and external stakeholders to promote ACE's Technology Programs; draft and monitor program related budgets and procedures to ensure the implementation and success of programs. Take part in the recruitment and hiring of appropriate instructors for both tuition and Grant related tech programs. Manage and assume a key leadership role in the development and coordination of the industry advisory board including overseeing the work outputs of its committees in areas such as curriculum development and job/internship placements. Additionally, monitor and analyze program and performance data in areas such as recruitment, enrollment, completion, job placement, participant demographics, and progress toward underlying outcomes; write and submit quarterly project progress reports.

## Other Duties

---

## Specific Duties:

Sr. Program Coordinator is responsible for providing operational and programmatic support services to assigned technology programs, such as IT Computer Support, Programming, Networking and Cybersecurity, Data Analytics, Digital Media & Film Bootcamp, Graphic Design Bootcamp, Web Development Bootcamp, and other new initiatives. Monitors and evaluates program effectiveness; demonstrates continuous efforts to improve support operations and systems, to streamline work processes and to increase the effectiveness and efficiency of the program. Provides assistance to staff in assigned areas to ensure program objectives are accomplished. Additionally, the individual will initiate contact with students, identify their needs, and provide them with appropriate service from the beginning to the end of a project. Must work closely with the Employment Specialist Team, Staff members and instructors to keep an accurate update of the student progress/outcomes; Set-up student orientation meetings; conduct open houses, tracks student attendance; draft various programmatic reports, and oversee all technology programs.

- Assume primary responsibility for daily project management and implementation, and ensure compliance with Continuing Education and generating regular reports.
- Take the lead in project planning, and oversee program implementation and budget expenditures to ensure effective use of resources against planned activities and expected outputs.
- Collaborate with college staff and other external vendors to promote all technology programs.
- Schedule Tech Advisory Board Meetings and participate in other tech related meetings to promote the overall growth of the program(s)
- Evaluate programs and analyzes data to implement processes to enhance the delivery of instruction and overall quality of program.
- Facilitate Open Houses for ACE Courses and Programs.
- Draft academic yearly program budget forecasting and program budget management
- Ensure adequate project monitoring and evaluation systems are in place to collect information and consolidate data to demonstrate impact and inform ongoing program design. Compile and prepare quality monthly and periodic project progress reports, as well as the final report, and feed in other information as required.
- Develop and lead training and other capacity building efforts to develop knowledge and skills around case management, core concepts, referral mechanisms and community-outreach and mobilization for local partners.
- Support staff to implement, follow up and monitor plans for all training and capacity building efforts. Provide ongoing guidance to staff and partner agencies to ensure programming meets best practice standards and guidance around Career Path objectives.
- Participate in regular meetings, reviews, strategic planning; and assist in preparation of new initiatives for ACE.
- Must be organized, flexible, multi-task oriented, and detail oriented, able to identify and respond to shifting priorities; a self-starter that can work within a team environment and handle a variety of tasks with urgent deadlines, able to manage time effectively and make independent decisions.
- Work collaboratively with staff, College consortium members and initiative partners; work closely with the Director to monitor program performance and progress toward initiative and individual college outcomes targets; Manage program budget and help monitor budgets;
- Contribute to other projects as needed in the department of continuing education and workforce programs and other related duties as assigned.

## Qualifications

---

**Core Competencies/Qualifications:**

- A Bachelors' Degree in a directly related field of study from an accredited institution, an appropriate certification of specialization, and no fewer than three (3) years of progressively responsible experience of related work; **OR,**
- An advanced degree in a related field of study from an accredited institution, an appropriate certification of specialization, and no less than three (3) years of experience performing responsible related work; **AND**
- Possession of the core competencies determined to be required at the time of hire.

**ACE Qualifications: (Education and Experience)**

- Minimum Master's Degree public administration/policy, education or related discipline, with at least three years of work experience; Significant project management experience, especially with projects involving multiple partners and the use of data to manage program performance;
- Experience or knowledge of workforce development and/or higher education; Ability to be flexible and to work carefully and quickly to meet the demands of a busy program; Demonstrated experience with all aspects of project management. Demonstrated experience managing and supporting staff. Experience in model program design and development, implementation and evaluation, personnel management, strategic planning, and program management. Experience in development and monitoring of budgets, negotiating and managing contracts and projects successfully.
- Excellent oral and written communication skills;
- Willing to travel within 5 borough for meetings and off-site presentations.
- Ability to work alongside various levels of academic faculty, department leaders and chairs.
- Excellent computer software skills including Microsoft Office, especially Excel and Word. Knowledge in accounting, budgeting, and payroll.
- Must be a team player and be able work with various faculty, and staff.
- Strong interpersonal skills and outstanding written and verbal communication skills. Skilled in areas of purchasing, budgeting, financial administration, financial reporting, and personnel administration. Must have excellent attention to detail and recognize the importance of meeting deadlines. Ability to multi-task.
- Must have initiative, be a self-starter, and have strong analytical skills.