

Job Title	Project Manager
PVN ID	BX-2010-003746
Category	Managerial and Professional
Location	BRONX C. C.
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$65,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Mar 30, 2021 (Or Until Filled)

General Description

Located in the South Bronx, Bronx Community College (BCC) is a designated Hispanic Serving Institution and was recently awarded a Title V Developing Hispanic Serving Institutions Grant from the US Department of Education entitled *¡Avanzando!* First-Year Success.

¡Avanzando! seeks to increase retention, graduation, and transfer rates for first-time full-time students by improving their pass rates in gateway math classes, extending evidence-based advisement practices and support, increasing the number of students receiving, retaining, and responsibly using financial aid, and creating high-impact work-based learning experiences for BCC students in in-demand fields.

Reporting to the co-Principal Investigator, the Project Manager will manage the day-to-day Title V project operations across all goal areas and lead the Institutional Management goal area. The Project Manager will supervise the Financial Navigator, Data Coordinator, and Employer Liaison.

Other Duties

- Responsible for the day to day oversight and implementation of the grant.
- Create work plans and timelines.
- Produce grant status reports as requested.
- Lead progress meetings.
- Supervise the work of activity leaders and the financial literacy vendor.
- Manage performance to schedules, milestones, and contract requirements.
- Expend the budget responsibly.
- Ensure contract deliverables and outcomes are met

Qualifications

- A bachelor's degree.
- A minimum of five years' experience managing complex projects and supervising professional staff.
- Exceptional project management, organization, communications, and planning skills.
- Experience working in higher education is required.
- Excellent oral and written communication skills, interpersonal skills and demonstrated ability to interact professionally with stakeholders.
- Strong computer skills and knowledge of Microsoft Office (Word, Excel).
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.