



Job Title	CiPASS Career and Internships Manager
PVN ID	CC-2307-005769
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Provost CiPASS
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Jan 30, 2024 (Or Until Filled)

General Description

General Description

CiPASS (<https://www.cipass.cuny.edu/>) is an initiative of the City College of New York to scale experiential learning and career readiness across the curricula. The program has generous financial support from the U.S. Department of Education and CCNY donor community. It entails the creation of new avenues for the engagement, preparation and hands-on learning of CCNY undergraduates in majors connected to NY's growth industries. This staff member will play an important role in building networks and partnerships with potential employers from in-demand sectors and occupations that result in internships for CCNY students. All CiPASS faculty and staff members will play a critical role in ensuring that the college's preparation of students is aligned with industry demand. The role will involve significant work directly with NYC-based industry partners to design workshops, provide feedback on students' job-readiness, present in the classroom and ensure that the CiPASS apprenticeship and internship track is preparing students with the academic and career readiness skills they need to succeed.

Reporting to the Director of Career and Professional Development Institute, and co-supervised by the CiPASS Executive Director, the CiPASS Career and Internships Manager will ensure the success of the CiPASS programs and become a career and workforce development expert in the fields covered by the experiential learning initiative. The staff will use their expertise to assist students in developing themselves professionally to enable them to achieve their career goals, particularly focusing on experiential learning opportunities.

Other Duties

- Develop new, and build on existing business and industry relationships to find and develop internship opportunities and ensure that program participants have a suitable placement
- Regularly meet with students to prepare them for their professional goals in the relevant industries
- Create workshops and professional training for CiPASS students

- Create and implement strategies for promoting student participation in the CiPASS programs (e.g. internships, apprenticeships, career awareness programs)
- Lead data collection efforts assessing student participation in internships and experiential learning
- Coordinate with administrators, faculty, college personnel and industry partners to provide feedback with regards to industry trends and how to translate this for our students
- Serve as direct contact for industry partners involving all aspects of internship placements
- Maintains student records, monitors student progress and attendance, and performs record-keeping activities as appropriate
- Provides reports to CiPASS program staff and college administration regarding the success of the CiPASS internship placement and the trends of the relevant industries
- Occasional travel to meet with industry contacts. All travel related expenses will be covered by CCNY.
- Attend and/or complete required trainings by the university and additional training as determined by the Director
- Abide by all applicable executive orders, federal, state, and local laws, rules and regulations, as well as university policies and procedures relating to adjunct faculty and general campus employment

Qualifications

- Minimum of a bachelor's degree in a relevant field from a regionally accredited institution, with preference for familiarity with STEM fields.
- A minimum of 2 years of professional experience in higher education, human resources, internship management, career/workforce development, or corporate recruiting; experience with STEM fields, employers, and trends a plus.
- Comfortable with reaching out and developing new employer leads for the program; prior experience will be very helpful.
- Strong written and oral communication skills; demonstrated ability to communicate well with students, employers, colleagues, and academic administrators and faculty.
- Demonstrated ability to handle multiple priorities, manage large amounts of data and organize effectively.
- Demonstrated initiative and ability to work effectively in groups and independently.
- General technical proficiency, including data entry, records management and report generation.