

Job Title	Career & Internship Manager for the Humanities and the Arts
PVN ID	CC-2312-006011
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Provost CiPASS
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Apr 24, 2024 (Or Until Filled)

General Description

The City College of New York (CCNY), a public, 4-year Hispanic and Minority Serving Institution (HSI/MSI), was established in 1847 and is the flagship campus in the City University of New York (CUNY) system - the nation's largest urban university system. Located in the predominantly Hispanic and African American neighborhood of Hamilton Heights, CCNY serves more than 12,000 undergraduate students per year, with more than 10,000 of these coming from New York City itself.

CCNY's new initiative, **CAPACity (Career Awareness and Pathways at City College)**, will build upon and expand practices from existing successful experiential learning and career development programs in the social sciences, arts, humanities, and architecture at CCNY to reach a larger portion of the student population. This initiative will focus on three areas - Career Awareness, Pathways and Skills – to improve retention, graduation, and post-graduation employment outcomes for Hispanic and low-income students. By launching new programming in The Colin Powell School for Civic and Global Leadership, the CCNY Division of Humanities and the Arts, and the Bernard and Anne Spitzer School of Architecture, CAPACity will leverage the newly established Office for Experiential Learning to create a new student career advising model; create and expand mentorship and experiential learning opportunities for students; build capacity in career services; and develop the internal infrastructure to map students' pathways and track engagement with integrated services and experiential learning.

Reporting to the Director of Career and Professional Development Institute, and co-hosted in the Office of the Dean of CCNY Division of Humanities and the Arts (H&A), the CAPACity Career and Internships Manager will ensure the success of the CAPACity programs in the Division, and become a career and workforce development expert in H&A fields. 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

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- Develop new, and build on existing employer relationships to find and develop internship opportunities and ensure that program participants have a suitable placement.
- Connect with CCNY H&A alumni, and employers to articulate career pathways for H&A students in industry, cultural and governmental organization.
- Regularly meet with students to prepare them for their professional goals in the relevant fields.
- Create workshops and professional training for H&A students.
- Create and implement strategies for promoting student participation in the CAPACity programs (e.g. integrated advising, internships, mentorship, career awareness programs).
- Lead data collection efforts assessing alumni engagement, and student participation in internships and experiential learning.
- Coordinate with administrators, faculty, college personnel and employers to provide feedback with regards to employment trends and how to translate this for our students.
- Serve as direct contact for employers involving all aspects of internship placements.
- Maintain student records, monitor student progress and attendance, and perform record-keeping activities as appropriate.
- Provides reports to CAPACity program staff and college administration regarding the success of the CAPACity internship placement and employment trends.
- Occasional travel to meet with employers. All travel related expenses will be covered by the CAPACity grant.
- 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

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- Minimum of a bachelor's degree in a relevant field from a regionally accredited institution, with preference for familiarity with H&A fields.
- A minimum of 2 years of professional experience in higher education, human resources, internship management, career/workforce development, corporate recruiting, or relevant fields; experience with employers, and job trends that provide desirable opportunities for H&A students 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.