



Job Title	Program Manager CAPACity
PVN ID	CC-2312-006013
Category	Managerial and Professional
Location	The CITY COLLEGE of NEW YORK
Department	Provost CiPASS
Status	Full Time
Annual Salary	\$80,000.00 - \$90,000.00
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 (CPS), the CCNY Division of Humanities and the Arts (H&A), and the Bernard and Anne Spitzer School of Architecture (SSA), 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 Executive Director of the new College-wide Office for Experiential Learning, the CAPACity Program Manager will ensure the success of the initiative, and manage and support all Project Activities.

Other Duties

Responsibilities

- Contribute to the long-term vision and planning of the CAPACity initiative by tracking progress towards the

initiative goals, identifying and implementing necessary adjustments.

- Support the Executive Director in managing the initiative budgets and identify new resources to expand the initiative.
- Serve as direct contact for and meet regularly with faculty and college leadership to promote and develop the different components of the Initiative.
- Directly ensure the implementation of all the programs under the initiative, in partnerships with the three schools/divisions.
- Create and implement strategies for promoting participation in CAPACity programs by students and faculty.
- Support CAPACity students in navigating division/discipline/major specific needs.
- Organize special events to promote CAPACity program elements.
- Oversee the development and the management of the new Experiential Learning Space.
- Facilitate assessment of program activities.

Qualifications

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- Advanced degree or equivalent professional experience in architecture, social sciences, and/or humanities.
- A minimum of 5 years of professional experience in higher education, student affairs, project management, or program development.
- Demonstrated commitment to Justice, Equity, Diversity, Inclusion, and Belonging.
- Strong written and oral communication skills; demonstrated ability to communicate well with students, 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.