

Job Title	Program Manager
PVN ID	HC-1905-003094
Category	Managerial and Professional
Location	HUNTER COLLEGE
Department	Office of the Dean
Status	Full Time
Annual Salary	\$55,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Jun 18, 2019 (Or Until Filled)

General Description

Hunter College School of Education Assistant Director, Office of The Dean

General Description:

The Hunter College School of Education is seeking a Program Manager in the Office of the Dean to support two grant projects in teacher and leader preparation. The Program Manager will provide direct assistance to students, faculty, partner organizations, and the Dean on various activities outlined below.

Principal Duties and Responsibilities

- Manage day-to-day aspects of two grant programs - the first around integrating Computational Thinking into pre-service preparation of Teacher Candidates and the other a fellowship program for mid-career Principals
- Coordinate and facilitate program activities with external partner organizations through regular formal and informal meetings
- Coordinate with external partner organizations to support recruitment of participants, internal and external communications amongst participants and the program, and coordinating web and other publications.
- Manage day-to-day program matters, including:
 - Onboarding into Hunter College of new fellows, and cooperating teachers
 - Coordinating with School of Education and Hunter offices, manage program activities and arrange for production of needed materials, management of student information, and arranging for necessary program space, scheduling and staffing of program activities
 - Coordinating with outside grant participants, manage program activities and arrange for production

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- Facilitating hiring support, processing payments and honoraria to participants and vendors, overseeing spending and reconciliation, and preparing reports as needed.
- Provide general support to the Deans and faculty involved in the programs, including but not limited to:
 - Contributing to efficient operation of Programs and related support and research,
 - Participating in regular team meetings to establish goals and evaluate student and program progress
 - Maintaining consistent and rigorous standards to ensure program goals and deadlines are met
 - Assisting in preparing and producing proposals, presentations, and other materials and reports as needed by the program.
 - Facilitating communication about programs between internal and external stakeholders and constituents, including drafting routine communications and documents
 - Maintaining records and files in accordance with grant management and CUNY protocols and policies
 - Contributing to program design, implementation, and evaluation as the programs develop

Other Duties

- Other duties and special projects as assigned

Qualifications

- Bachelor's degree required, Master's degree in education or related field preferred
- At least five years experience in educational, nonprofit, or higher education institution setting; prior experience in a college or university setting and knowledge of K-12 education or teacher preparation preferred
- Excellent project management skills with exceptional attention to detail
- Strong time management and organization skills with demonstrated ability to manage multiple projects, prioritize activities, work under and meet deadlines, and effectively handle changing priorities
- Ability to work effectively both independently and as part of a team
- Excellent interpersonal skills with demonstrated ability to build and maintain strong relationships with a wide variety of stakeholders and constituents
- Excellent oral and written communication skills
- Excellent computer skills included proficiency in Microsoft Office Suite, and online apps including Google drive