Job Title	RF Project Manager - 7300F1
PVN ID	JJ-2302-005432
Category	Managerial and Professional
Location	JOHN JAY COLLEGE OF CRIMINAL JUSTICE
Department	Computer Science and Information Securit
Status	Full Time
Annual Salary	$67,000.00 - $74,000.00
Hour(s) a Week	35
Closing Date	Apr 19, 2023 (Or Until Filled)

General Description

The Department of Computer Science and Information Security at John Jay College of Criminal Justice is seeking an ambitious Program Manager to oversee the implementation and day-to-day functioning of the TTP Program @ John Jay. The role will involve significant work directly with NYC-based industry partners and the NYC Tech Talent Pipeline team as well as department faculty to review curricula, provide feedback on students' job-readiness, and ensure that overall tech education provided by the College is preparing students with the academic and career readiness skills they need to succeed.

Other Duties

Engage and Support Student Participants

- Serve as the primary point of contact and resource for TTP Participants throughout the internship
- Develop a coordinated strategy for developing and maintaining a well-defined cohort identity among Participants
- Drive student engagement activities across campus, including oversight of all student-focused communications such as newsletters, job postings, program updates via email and other activities
- Plan opportunities for participants to showcase their technical skills to employer representatives, the College community, and the greater NYC tech sector

Collect, Maintain and Present Program Data

- Maintain regular records of program inputs, outputs, and outcomes that can be easily shared with SBS using the templates provided during weekly progress meetings
- Maintain an accurate, updated database of incoming and graduating students each semester and identify enrollment, completion, and employment rates and market trends
- Analyze program data and develop measurement criteria in partnership with other stakeholders to support

student learning outcomes and success in each of the key program dimensions

- Conduct a program review and assessment for continuous improvement

Engage College and Industry Partners

- Provide supervision and support to Career Coach and Business Development Manager
- Hold periodic meetings with industry partners, the program advisory board, student advocates, and academic partners to ensure the program's effectiveness.
- Serve as the primary liaison between faculty, participants, and industry partners to give and receive feedback regarding curriculum effectiveness and make recommendations to enhance curriculum-industry alignment
- Work with employer partners and TTP to source internship opportunities and to match our students with their hiring needs
- Work with the Business Development Manager and Career Coach to match students with opportunities and to bring employers to campus to promote post-graduation opportunities for students
- Serve as the liaison to CUNY 2x, SBS, Department faculty and staff, and relevant campus offices such as Career and Professional Development and the Office of Student Professional Advancement
- Plan opportunities for participants to showcase their technical skills to employer representatives, the College community, and the greater NYC tech sector

Qualifications

Required Competencies:

- 2-5 years experience in Project/Program Management
- Experience working with undergraduates and recent alumni
- Employer outreach, business development, and partnership-building experience
- Excellent verbal and written communication skills
- Bachelors in Computer Science or Business Administration

Preferred Competencies:

- Masters in related field
- Familiarity with NYC's technology ecosystem, including equipment, logistics, training, and hiring practices
- Familiarity with technology sectors, such as web and application development, artificial intelligence and machine learning, cloud computing, digital forensics, and cybersecurity
- Previous professional experience in a tech field, preferably within or adjacent to NYC tech companies