

Job Title	Project Manager
PVN ID	LA-1701-001625
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	LaGuardia Center for Teaching and Learning
Status	Full Time
Annual Salary	\$48,000.00 - \$55,000.00
Hour(s) a Week	35
Closing Date	Mar 23, 2017 (Or Until Filled)

General Description

CTL – Project Manager Job Description

The Center for Teaching and Learning (CTL) is LaGuardia Community College's dedicated professional development office. Its mission is to serve a faculty and staff of passionate professionals who constantly reflect upon their training, experience, practice, and goals to create challenging, engaging, and effective learning environments.

Reporting to the Director for Program Development, the CTL Project Manager is responsible for helping to facilitate a variety of CTL functions including program implementation, fiscal monitoring, and program evaluation. Overall responsibilities include collaborating effectively with Academic Affairs staff and faculty, and engaging creatively in CTL budget, program evaluation, and program logistics management tasks. The ideal candidate will be able to think creatively about program management and systems, communicate clearly and effectively with staff and faculty, be extremely detail-oriented, be able to manage his/her time effectively and prioritize tasks, and be willing to engage in ongoing professional development as needed. Specific duties and responsibilities are outlined below.

The Program Manager coordinates seminar implementation, budget monitoring and reporting, and day-to-day operations including but not limited to the following tasks:

- Enters expenses and payment information in CTL database;
- Monitors all payment processes, including following up with vendors, RF and tax levy offices as needed when invoices and/or payments are delayed;
- Reconciles RF, Payroll, and Business Office reports with CTL database reports to ensure accuracy, and follows up with appropriate office as needed when discrepancies are revealed;
- Handles all processes related to travel advances and reimbursements;
- Assists with the development and updating of CTL budget projection spreadsheets and reports;
- Keeps track of seminar participants and ensures that the CTL database is kept up-to-date:
 - Enters demographic info about participants once they are accepted into seminars
 - Ensures accuracy and completeness of data by collecting updated personal info sheets

- Keeps track of any seminar participants who add or drop a seminar
 - Compiles reports on seminar participants as needed for strategic plan and other reports
 - Utilizes data on seminar participation to assist with recruiting
- Assists with securing rooms and facilities for all seminar dates, and works with seminar leaders and room managers to resolve conflicts and effective utilization of spaces;
- Assists with seminar preparation systems and procedures; i.e., checks with seminar leaders in advance to make sure that all room, media, copying, folder preparation, and staffing needs have been requested and that needs are being met;
- Works with seminar leaders to ensure that data relevant to assessing program effectiveness is collected (course codes, etc.);
- Coordinates with IR to ensure that course comparison data is reported according to established calendar (i.e., August and January);
- Collaborates on grant reports, particularly with regard to creating a budget and ensuring that financial and programmatic information needed for compiling reports is available at least one month before report due date;
- Performs related duties as assigned.

Other Duties

Qualifications

QUALIFICATIONS

Bachelor's Degree and three years relevant experience required.

PREFERRED QUALIFICATIONS

- Strong attention to detail;
- Strong written and oral communication skills, interpersonal skills, and organizational skills;
- Strong computer and keyboarding skills;
- Experience with, and ability to use advanced features of MS Access, as demonstrated by the following skills:
 - Able to understand concept and use of relational databases
 - Can create and manipulate queries
 - Can design and modifying Access reports
 - Has the ability to think creatively about manipulating data for multiple purposes
 - Is willing and eager to advance knowledge of Access through training, classes, etc.
- Experience with, and ability to use advanced features of MS Excel, as demonstrated by the following skills:
 - Can design and use pivot tables
 - Can design reports using Excel
 - Is Comfortable with sorting and sub-totaling features
 - Is willing and eager to advance knowledge of Excel through training, classes, etc.;
- Work experience in post-secondary education environments a plus;
- Familiarity with and experience utilizing online systems in educational settings;

- Demonstrated record of successful commitment to team- and project-based work;
- Demonstrated commitment to working with diverse communities and populations.