
Job Title	Program Manager
PVN ID	LA-1910-003323
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Career and Professional Programs
Status	Full Time
Annual Salary	\$75,000.00
Hour(s) a Week	35
Closing Date	Feb 28, 2020 (Or Until Filled)

General Description

LaGuardia Community College (LAGCC) is seeking a program manager for the Cyber Bridge Training Program which is part of the Cyber NYC Cyber Boot Camp Initiative, a collaborative endeavor between New York City Economic Development Corporation and academic and training partners to prepare individuals, especially those from underserved communities, for local jobs in cybersecurity.

NYCEDC's Cyber NYC initiative is a \$100 million suite of public-private investments to establish New York City as a global leader in cybersecurity and catalyze jobs. The initiative will strategically grow NYC's cybersecurity diverse talent pipeline and workforce, help companies thrive, and build networks and community spaces.

The Program Manager will manage and coordinate the strategic and daily operations of the Cyber Bridge Training Program.

Other Duties

Other duties include, but are not limited to:

Partnership Management

- Manage successful project completion including the MOU and Budgeting Process with the funder, NYCEDC and LAGCC's Team as required under the Cyber NYC contract.
- Serve the primary liaison with NYCEDC on all partnership activities.
- Coordinate with training partner
- Communicating program updates to all stakeholders NYCEDC, RF CUNY and LAGCC

Quality Assurance

- Lead assessment activities

- Ensure screening guidelines are followed and eligibility requirements enforced
- Manage timely submission of all contracted deliverables as per the grant agreement
- Support training program evaluation activities including quality assurance site visits
- Generate performance reports at which includes interviews with staff and instructors as well as a performance dashboard
- Conduct weekly staff support meetings to ensure successful delivery of training objectives.
- Conduct classroom visits and program observations as needed.

Program Management

- Manage curriculum development process from budget to delivery
- Manage and train educational case managers, student outreach specialist, experiential learning coordinator, marketing coordinator and instructors to ensure program outcomes and goals are met
- Manage appointments and payroll for all program staff
- Monitor recruitment and screening activities to ensure recruitment targets are met.
- Assist with the implementation of the training program model.
- Oversee assessment and student data collection.

Reporting & Fiscal Management

- Actively manage program budget with LAGCC Fiscal and RF CUNY
- Reconcile budget at the end of each fiscal year.
- Meet contractual requirements.
- Analyze training program data and outcomes to make recommendations regarding best practices.
- Work with CUNY Research Foundation (RF CUNY) on all fiscal exchanges, including budget, set-up, billing, budget modifications, and milestone payment.

Qualifications

- Bachelor's degree in Education or related disciplines required. Master's Degree preferred.
- Excellent communication and facilitation skills, data management, and project management.
- Experience with curriculum development and program assessment for adult programs
- Exceptional communication and writing skills.
- Proven ability to work well under pressure and adapt quickly to change.
- Experience working in an adult learning setting
- Expert knowledge of MS Excel and Office Software
- Flexible schedule and some evening hours required