

Job Title	Program & Employment Engagement Manager
PVN ID	LA-2108-004158
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	Aug 23, 2021 (Or Until Filled)

General Description

LaGuardia Community College (LAGCC) is seeking a program /employment engagement manager for the Medical Billing Training Program funded by the NYC Department of Small Business Services (SBS) to prepare individuals for careers in the high demand field of Healthcare Finance. The Medical Billing program is a collaborative endeavor between LAGCC and top healthcare providers in NYC.

The Program & Employment Engagement Manager is responsible for daily operational management and oversight of the Medical Billing Program. The manager will develop and cultivate employer relationships create job opportunities for the students. The Program Manager uses his or her entrepreneurial mindset to address the day-to-day activities required to run a successful training program. These include but are not limited to contract management, human resource management, and stakeholder and student satisfaction.

Partnership Management

- Manage successful project completion including the MOU and Budgeting Process with the funder, NYC SBS and LAGCC's Team as required under the contract.
- Serve the primary liaison with SBS on all partnership activities.
- Coordinate with Workforce 1 Healthcare Career Center on student employment opportunities.
- Communicating program updates to all stakeholders SBS, RF CUNY, LAGCC and Harvard Business School Alumni Association of NYC (HBSANY)

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 educational case and instructional associate 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 Grants Office 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 payments.

Employer Engagement:

- Identifying, fostering and maintaining relationships with potential and existing employers.
- Work to deepen employer engagement and translate employer relationships into job and opportunities for students.
- Assist in developing and executing a strategy to connect employers to students around industry and function-specific skills, knowledge, and networks.

Other Duties

Qualifications

- Bachelor's degree in Business Administration, Healthcare Administration or related field; Master's Degree Preferred.
- Excellent communication and facilitation skills, data management, and project management.
- Strong leadership and team-oriented skills.
- Experience with curriculum development and program assessment for adult programs.
- Experience working in an adult learning setting
- Ability to successfully manage a number of projects simultaneously and deliver projects according to tight deadlines.
- Expert knowledge of MS Excel and Office Software.
- Flexible schedule and some evening hours required.