
Job Title	Program Coordinator
PVN ID	LA-2112-004451
Category	Administrative Services
Location	LAGUARDIA C. C.
Department	Career and Professional Programs
Status	Full Time
Annual Salary	\$65,000.00
Hour(s) a Week	35
Closing Date	Feb 17, 2022 (Or Until Filled)

General Description

LaGuardia Community College's Division of Continuing Education's Career and Professional Program (CAPP) in partnership with New York City Small Business Services (SBS), is seeking a full-time program coordinator for the intensive hybrid Advanced Manufacturing Apprenticeship program.

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The Program Coordinator is responsible for daily operational management and oversight of the Advanced Manufacturing Program. The Program Coordinator 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 for the selected third party educational vendor on all partnership activities.
- Communicating program updates to all stakeholders SBS, 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 educational to ensure program outcomes and goals are met.
- 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

- Manage appointments and payroll for all program staff.
- Support program budget management .
- 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.

Other Duties

Qualifications

- Bachelor's degree in Business 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.