

Job Title	Corps Student Manager-CUNY Career Launch
PVN ID	LA-2204-004711
Category	Managerial and Professional
Location	LAGUARDIA C. C.
Department	Center for Career & Professional Develop
Status	Full Time
Annual Salary	\$65,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jun 11, 2022 (Or Until Filled)

General Description

CUNY Career Launch seeks a supportive, flexible, and detail-oriented professional to serve as the Corps Student Manager at LaGuardia Community College in the Center for Career & Professional Development. The Corps Student Manager will report to the Corps Program Director at LaGuardia. This person will be in a front-facing role directly involved in supporting students through the internship experience.

Four to five college campuses will serve as industry “hubs”. These schools will specialize in internship placements within specific industries. Students will apply to specific hubs and, once accepted to the program, apply to jobs within the industry. Each college hub will match students to their designated worksites and manage relationships between the student and employer. LaGuardia will serve as the healthcare hub for the CUNY Career Launch Program.

The Corps Student Manager will be an employee of The Research Foundation of CUNY and will report to the Corps Program Director at LaGuardia Community College. This is a full-time temporary position until the end of August 2022 with the possibility of extension.

DUTIES AND RESPONSIBILITIES

The Corps Student Manager will support the Central Office and campus relationships. This person will collaborate with the CUNY Career Launch leadership team to ensure seamless and efficient implementation and effective work delegation among campuses.

The Corps Student Manager will be responsible for two main areas of work:

Campus support

- Relationship management between the Central Office staff and Campus staff;
- Help to develop processes and policies
- Develop tools
- Data reporting, as needed
- Support the participating CUNY colleges in program roll-out and execution

- Support the training of college staff members on processes, tools, and policies;
- Support the Employer Senior Manager's worksite assignment delegation amongst campus hosts
- Connect college teams to resources to improve program function; and
- Ensure colleges are aware of and follow compliance requirements.

Communication

- Communicate to campuses about program requirements
- Address and follow up with complicated problems and anticipate issues
- Help to facilitate meetings
- Represent Central Office perspective when collaborating with campuses
- Represent campus perspective amongst Central Office staff

Other Duties

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A Bachelor's Degree; an advanced degree in public administration, higher education administration, business, or social science discipline is a plus;
- At least two (2) years of experience in administration of complicated and fast-paced programs; professional consulting experience is a plus
- Incredibly strong administrative skills and ability to anticipate problems and find solutions
- Outstanding verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff, and external partners.
- Strong computer proficiency using standard office software programs and CRM databases, in particular, Microsoft Office and Excel or Google Sheets.
- Experience working collaboratively in a team-oriented and outcomes-focused environment;
- Ability to thrive in a fast-paced, dynamic, and ever-changing work environment.

PREFERRED QUALIFICATIONS

- Experience in workforce development, career services, business development, education or a related non-profit field.
- Implementation of a first-time-program.
- Intermediate data analysis skills.
- Public speaking or group facilitation experience.