
Job Title	Student and Partnership Manager
PVN ID	LA-2301-005387
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Center for Career and Prof Development
Status	Full Time
Annual Salary	\$65,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jun 30, 2023 (Or Until Filled)

General Description

CUNY Career Launch and Spring Forward programs seek a supportive, flexible, and detail-oriented professional to serve as the Student and Partnership Manager at LaGuardia Community College in the Center for Career & Professional Development. The Student and Partnership Manager will report to the Program Director at LaGuardia. This person will be in a front-facing role directly involved in developing and maintaining employer partnerships for the program in the healthcare field and providing support to healthcare student interns.

LaGuardia Community College is one of the four to five college campuses that serve as industry “hubs”. LaGuardia will serve as the CUNY Career Launch Program's healthcare hub and specialize in internship placements within various healthcare roles. As part of the CUNY Career Launch, students will apply to specific hubs and apply to jobs within the industry once accepted to the program. Each college hub will match students to their designated worksites and manage relationships between the student and employer

The Student and Partnership Manager will be an employee of The Research Foundation of CUNY and will report to the Program Director at LaGuardia Community College. This is a full-time temporary grant-funded position until August 2023.

The Student and Partnership Manager will be vital to the Healthcare Hub team. This person will collaborate with the campus team to ensure seamless and efficient CUNY Career Launch Program implementation.

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

Student & Employer support

- Assist student interns with job readiness services/workshops and internship preparation strategies
- Relationship management between the hub and current/perspective employer partners
- Assist in student and employer partner recruitment efforts
- Develop processes to ease student and employer communications
- Support the training of student interns on processes, tools, and policies

- Conducts individual and group peer mentoring sessions, during which students work through plans to achieve their goals during their internship
- Ensure students and employers are aware of and follow compliance requirements through the duration of the program
- Conduct site visits to internship placements sites to include, local, and regional employers to maintain relations and observe students'

General Programmatic support

- Support the participating CUNY student interns and employer partners during program roll-out and execution
- Participate in the student selection process, including application review and group interview design and implementation
- Assist with planning and implementation of Student Intern pre-internship training activities; i.e., workshop planning and facilitation
- Communicate program updates and information to students and employer partners promptly
- Assist the Program Director with other program-related projects, as needed.

Other Duties

Qualifications

- 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 the administration of complicated and fast-paced programs; professional consulting experience is a plus
- Solid 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, particularly 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.

This is a full time temporary position.