
Job Title	Administrative Project Manager
PVN ID	LA-2402-006132
Category	Instruction and Social Service
Location	LAGUARDIA C. C.
Department	Division of Student Affairs
Status	Full Time
Annual Salary	\$75,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Oct 01, 2024 (Or Until Filled)

General Description

LaGuardia Community College (LaGCC) is seeking an experienced and dedicated individual to fill the position of Administrative Project Manager within the ACCES Pre-Employment Transition Services Program. This grant-funded role is instrumental in facilitating the successful transition of students with disabilities from postsecondary education to meaningful employment opportunities. The Administrative Project Manager is supervised by the grant designated Project Directors (within the Division of Student Affairs) and requires engagement with the Office of Accessibility and broader college community to facilitate and assess workplace readiness initiatives. The position involves coordinating, developing, and implementing pre-employment services and resources in collaboration with partner high schools, various LaGCC departments, and external disability agencies. The Administrative Project Manager will collaborate closely with the Project Directors, college Grants Office and Project Administrators at RFCUNY regarding the Reimbursement Process for College Institutions for Billable Services through ACCES-VR in New York State.

This is a grant-funded, hybrid position through the Research Foundation of CUNY. Appointments are subject to availability of funding and satisfactory performance.

Other Duties

Management and Oversight:

- Identify and recruit eligible students for the Pre-Employment Transition Services (Pre-ETS) Program
- Determine students' eligibility based on program criteria
- Maintain accurate student documentation and records in electronic format
- Coordinate program activities with college partners, including LaGCC CARES and Career Services
- Recruit and recommend for hire staff in the area supervised; review and approve work schedules, time and leave documents, and pay authorizations
- Review and make recommendations on the performance of staff

- Meet with Project Directors to review budgets and project deadlines
- Recommend budget modifications, revisions in the program schedule, and staff reassignments needed to improve the project
- Meet regularly with college Grants Office and RFCUNY Project Administrators to review project progress, evaluate progress, set standards, and establish intermediate goals
- Supervise program and technical staff of varying assignment levels
- Interface with state, local, and federal agencies and various review boards
- Manage and coordinate project administrative and support staff regarding facilities, equipment usage, work assignments, and IT priorities

ACCES-VR Monitoring

- Collaborate with the Project Administrators at RFCUNY regarding the Reimbursement Process for College Institutions for Billable Services through ACCES-VR in New York State
- Work collaboratively to ensure that the service agreement aligns with the requirements of ACCES-VR and complies with all relevant regulations
- Jointly develop and submit comprehensive service proposals that accurately outline the scope, objectives, and costs of the billable services, adhering to ACCES-VR guidelines
- Collaborate on maintaining accurate and detailed documentation of service delivery and verify the accuracy and completeness of documentation related to service delivery, facilitating a smooth verification process for reimbursement
- Collaborate on generating regular reports to track the progress and impact of billable services. Provide necessary information to ACCES-VR as required for reporting purposes

Program Communication:

- Ensure open communication channels between the college and ACCES-VR, and internally between the Project Director, Grants Office and the Project Administrators at RFCUNY. Regularly communicate updates, challenges, and successes throughout the reimbursement process.
- Foster a culture of regular feedback and collaboration between the college institution and ACCES-VR. Address any concerns or adjustments promptly to maintain a transparent and efficient reimbursement process
- Perform other duties as assigned

Qualifications

- Master's Degree in an appropriate field of study from an accredited institution and three to six years of additional experience pertinent to the scope and complexity of the project, with at least one year of management experience
- Ability to organize and supervise the work of administrative and support staff
- Experience in monitoring budgets consistent with RFCUNY policies
- Knowledgeable in ADA-504 Regulations and disability Paradigms
- Familiarity with post-secondary education systems and working with diverse student populations from cross-disability backgrounds
- Experience collaborating with ACCES-VR, NYSCB, OPWDD, and other governmental agencies
- Commitment to diversity, equity, and inclusion

About LaGuardia Community College

LaGuardia Community College is one of seven community colleges of the City University of New York/CUNY. LaGuardia offers more than 60 associate degree and certificate programs. Upon graduation most students transfer to four-year colleges, typically in CUNY, to complete their baccalaureate degrees. Graduates of career programs such as Nursing, Computer Technology, and Veterinary Technology enter the workforce.

In 2022, LaGuardia served over 23,000 students in pre-college, associate degree, and continuing education programs. More than one-third of LaGuardia students are foreign-born. They come from 130 countries and speak 54 heritage languages. More than half (54 percent) are first-generation college students. Virtually all students are ethnic minorities (88 percent), 57 percent are women, 29 percent are over the age of 25. Forty-eight percent of LaGuardia students are Hispanic, almost double the threshold of 25 percent required by the US Department of Education for designation as a Hispanic-Serving Institution (HSI). Seventy-three percent of LaGuardia students receive some form of government financial aid.