

Job Title	Project Manager
PVN ID	LE-1712-002251
Category	Managerial and Professional
Location	LEHMAN COLLEGE
Department	Natural and Social Sciences
Status	Full Time
Annual Salary	\$54,000.00
Hour(s) a Week	35
Closing Date	Jan 30, 2018 (Or Until Filled)

General Description

The Tech Talent Pipeline (TTP) Residency Program at Lehman College is seeking a Project Manager with expertise in technology and a commitment to increasing access and equity in the tech sector in New York City through a college-based experiential education program. The TTP Residency Program is designed to enhance Lehman College students' career pathways by providing them with real-world experience in the technology sector and to use data generated by the program to inform curricular discussions.

The position will run from January 2018 to September 2018, with the possibility of an extension in to 2019. This is a unique collaboration between the NYC Tech Talent Pipeline (NYC TTP), Lehman College (CUNY), and the New York City tech industry. LC students will be selected for paid internships at local organizations during the Spring 2018 and Summer 2018. The program will serve a total of 75 students, at the same time help Lehman College develop lasting relationships with the city's burgeoning tech industry.

The TTP Residency Manager will report to the Associate Dean in the School of Natural and Social Sciences at Lehman College and the Campus Manager for the Tech Talent Pipeline Program, and will collaborate on all aspects of the project with various offices at Lehman, TTP, and a tech vendor to be named at a later date.

Particular duties include: refining and administering the recruitment, selection, and assessment processes; collecting and analyzing data on the program's impact on student success; collaborating with NYC TTP and a tech vendor to match residents to host sites; and reporting on the progress and outcomes of the program.

Other Duties

- Develop residency participant recruitment, assessment, and selection strategy.
- Oversee data collection and service delivery for residency participants.
- Work with employer partners to develop internship descriptions and plans.
- Work with Consultant Program Manager to administer the internship matching process.
- Regularly report on Program progress and outcomes to the TTP and the Consultant.
- Oversee program logistics such as pre-internship training (including attendance), site visits, and graduation events.
- Work to integrate TTP residency into the college's infrastructure including gaining buy-in from faculty and bringing employers to campus to promote post-education opportunities.
- With guidance and approval from TTP, conduct an assessment of the recruitment, assessment, and selection strategy for continuous improvement for subsequent cohorts.

Qualifications

- Demonstrated project management skills, preferably with 3-5 years of relevant experience.
- Excellent written and oral communication skills when dealing with a range of audiences, including government, university officials, students, businesses, and volunteers.
- An understanding of tech industry and its relationship to higher education.
- Experience with data analytics and reporting (both quantitative and qualitative written reports). • Experience with CUNY Research Foundation and NYC procurement rules and budgeting procedures and compliance processes including intergovernmental accounting principles.
- A firm understanding of grants, including grant writing and grant management, is a plus