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<b>Job Title</b>	Program Manager -- Immigrant Nurse Upskilling Program
<b>PVN ID</b>	LE-2202-004578
<b>Category</b>	Managerial and Professional
<b>Location</b>	LEHMAN COLLEGE
<b>Department</b>	School of Continuing and Professional St
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$65,000.00 - \$70,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 19, 2022 (Or Until Filled)

## General Description

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The School of Continuing and Professional Studies at Lehman College is seeking a committed Program Manager to oversee the preparation, planning, launch, and supervision of the highly successful foreign-born RN English/NCLEX program in the Bronx. The program is dedicated to increasing the number of bilingual/bicultural nurses in New York by providing the customized English and test preparation training that internationally trained nurses need to pass the NCLEX and become NYS licensed nurses. Reporting to the Assistant Director of Workforce, the Program Manager is responsible for overseeing all aspects of program management, starting with recruitment and culminating in successful program outcomes. The program manager will supervise the program team, including the educational case manager, program assistant, nursing and ESOL faculty and tutors.

You must have a passion for student success, possess the leadership skills to build a program team, and the ability to provide operational excellence in a fast-paced environment.

## Other Duties

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### Responsibilities

- Through effective management and leadership, deliver program outcomes: immigrant nurses passing the NCLEX and achieving employment as nurses in the NYC healthcare system.
- Provide direct supervision and management to a team of at least four full-time staff.
- Manage the relationship with the funder, providing timely, accurate, and actionable information.
- Implement recruitment and screening processes to identify successful candidates for training, while meeting program goals.
- Analyze data to ensure instructional outcomes.
- Manage the budget expenditures and expenses, in coordination with SCPS fiscal director, associate dean and Research Foundation as needed.

- Promote the program internally at the college and externally to the local NYC community.
- Support program quality by proactively troubleshooting student and faculty concerns.
- Oversee operational effectiveness to ensure seamless student experience, such as student/faculty onboarding, orientation, and technical training.
- Share critical information with clients, staff and students.
- Act as liaison with other city agencies such as Workforce 1 Centers.
- Other duties as assigned by Assistant Director.

## Qualifications

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### Qualifications

- Bachelor's degree with at least five (5) years of relevant work experience directly related to program administration, preferably in higher education administration or in the professional learning and development arena.
- Minimum two (2) years of experience in a managerial or supervisory role.
- Excellent communication and facilitation skills.
- Experience with employer, funder and staff engagement.
- Ability to think strategically, problem-solve, and develop programs and plans to achieve organizational goals.
- Must have a passion for helping adults advance in their careers.
- Schedule flexibility: supervise staff at CUNY on the Concourse, Bronx in-person 2-3 days a week and work the remainder of the schedule remotely. Occasionally evening and weekend program-related events.

### Preferred Qualifications

- Master's Degree in a related field
- Knowledge and experience of the CUNY system and/or NYC government agencies.
- Experience in continuing education/workforce development.

The position is grant-funded until 2024 with option of renewal.