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| <b>Job Title</b>      | CIE and STEM-IN Project Manager       |
| <b>PVN ID</b>         | LE-2301-005385                        |
| <b>Category</b>       | Research                              |
| <b>Location</b>       | LEHMAN COLLEGE                        |
| <b>Department</b>     | School of Natural and Social Sciences |
| <b>Status</b>         | Full Time                             |
| <b>Annual Salary</b>  | \$85,000.00 - \$90,000.00             |
| <b>Hour(s) a Week</b> | 35                                    |
| <b>Closing Date</b>   | Mar 26, 2023 (Or Until Filled)        |

## General Description

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The CIE and STEM-In Project Manager will be responsible for setting targets, deliverables, and timeline for two projects: the CUNY Inclusive Economy (CIE) project at Lehman and the STEM-In project. CIE is an ambitious and transformative project that will take Lehman to the next level in providing clear pathways to careers through our degree programs. Eight new staff members dedicated to advising students and identifying new internship opportunities across four areas (climate resilience, technology, health science, and liberal arts) and across multiple programs housed in four departments are charged with securing new internship positions for 800 students. The CIE Project Manager will be responsible for setting clear targets and timelines, creating new data-gathering mechanisms, and ensuring the timely creation and submission of reports. The STEM-In project supports faculty who will create new instructional materials that support learning and career development in STEM. The Project Manager will support the Dean in collecting artifacts and meeting the reporting timeline required by the funding agency. The Project Manager will report to the Dean of the School of Natural and Social Sciences but will be expected to work collaboratively with multiple stakeholders across the college.

## Other Duties

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### For CIE

- Setting targets, deliverables, and timetables for all required components of the projects.
- Determining priorities and setting appropriate benchmarks to achieve all priorities.
- Determining all data, accountability, and reporting needs of the project and infrastructure necessary to meet data collection goals.
- Overseeing all data collection and ensuring that the data collection deadlines are met.
- Identifying data collection challenges and working with staff to solve data collection problems.
- Meeting regularly with each of the sector teams/steering committees and documenting outcomes including any curricular changes implemented by departments.

- Meeting regularly with faculty and Industry Specialists to build external Advisory Boards (partners) who will help sustain the internship pathways created by the CIE.
- Meeting regularly with the CIE leadership team and report on the progress of the project.
- Serving as the general point-person to help students, staff, or faculty solve problems related to the CIE.

#### **For STEM-IN**

- Setting targets, deliverables, and timetables for all required components of the projects.
- Determining priorities and setting appropriate benchmarks to achieve all priorities.
- Working the Dean of NSS and the evaluation team of STEM-In to meet all reporting targets.

## **Qualifications**

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#### **Core Competencies**

- Strong written and oral communication skills
- Ability to use spreadsheets effectively to organize and visualize data
- Ability to organize workflow, set timetables, and meet deadlines
- Ability to collaborate and coordinate across multiple units and stakeholders

#### **Qualifications:**

- A Bachelor's degree in an appropriate field of study and 6-10 years of experience in leading a project or in research OR
- A Master's degree in an appropriate field of study and 4-6 years of experience leading a project or in research