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<b>Job Title</b>	C/STEP Program Manager
<b>PVN ID</b>	LU-2509-007027
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF LABOR AND URBAN STUDIES
<b>Department</b>	Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$85,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Nov 22, 2025 (Or Until Filled)

## General Description

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The CUNY School of Labor and Urban Studies (SLU) seeks a motivated and student-centered Program Manager to lead two NYSED-funded initiatives: the Computational Activism Program (STEP) and Project LAW (CSTEP). These programs serve historically underserved and economically disadvantaged high school and college students, offering academic enrichment, tutoring, career exploration, and pathways to higher education and licensed professions.

The Program Manager will initiate a new five-year funding cycle and have full responsibility for the day-to-day operations of both programs, ensuring compliance with all grant requirements while advancing SLU's mission to expand educational opportunities, promote civic engagement, and prepare diverse students for academic and professional success. This position is approximately 90% remote, with some travel to schools, campuses, and community sites in New York City. Occasional evening or weekend work is required.

This position is part of approved programs funded via New York Stated Education Department and pending final resolution.

## Other Duties

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### *Recruitment & Outreach*

- Lead recruitment strategies for both high school and college students, including partnerships with feeder schools, CUNY colleges, and community-based organizations
- Organize and deliver information sessions, orientations, and outreach events for students, families, and school staff
- Coordinate ambassador programs and alumni engagement to strengthen recruitment pipelines

### *Student Support & Retention*

- Implement proactive advising and mentoring models to track student progress, address challenges, and support persistence
- Coordinate tutoring, workshops, career advising, and research experiences for both programs
- Oversee retention initiatives, including cohort-building, family engagement, milestone celebrations, and ongoing surveys
- Monitor students after program completion (e.g., postsecondary enrollment for STEP, graduate/law school entry for CSTEP)

### *Instructional & Co-Curricular Activities*

- Organize events such as service-learning projects, research symposia, law school visits, LSAT practice sessions, career panels, college admissions workshops, and statewide/regional STEP–CSTEP conferences
- Maintain partnerships with faculty, legal professionals, Brookhaven National Laboratory, CUNY Law School, and other collaborators

### *Staff Supervision & Collaboration*

- Supervise and coordinate part-time staff, instructors, advisors, liaisons, and student mentors
- Provide professional development and training for program staff
- Foster collaboration with SLU offices (Admissions, Academic Affairs, Institutional Research, Learning Hub, Career Services) and external partners

### *Data, Reporting & Evaluation*

- Maintain detailed student records, including eligibility, academic outcomes, tutoring, and event participation
- Work closely with the Data Specialist to produce required NYSED reports, internal assessments, and alumni tracking data
- Use outcomes data to inform continuous program improvement and share best practices at regional/statewide APACS meetings
- Other duties as assigned

## Qualifications

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### **Required**

- Bachelor's degree in Education, Public Administration, Legal Studies, or a related field
- At least 2 years of teaching, youth development, or program management experience with underrepresented populations
- Demonstrated success designing and implementing structured educational programming
- Strong skills in organization, communication, and stakeholder engagement
- Experience supervising staff and managing budgets

### **Preferred**

- Master's degree in Education, Public Administration, or a related field
- Familiarity with STEP/CSTEP or similar state/federal grant programs

- Experience in data analysis, research methodologies, or legal education
- Knowledge of CUNY systems, New York City schools, and college access pipelines