Job Title	CUNY 2x Tech Campus Manager
PVN ID	ME-2211-005228
Category	Managerial and Professional
Location	MEDGAR EVERS COLLEGE
Department	Computer Science
Status	Full Time
Annual Salary	$80,000.00 - $90,000.00
Hour(s) a Week	35
Closing Date	Jan 21, 2023 (Or Until Filled)

General Description

TTP Campus Manager

The Department of Computer Science (CS) and the Department of Computer Information Systems (CIS) at Medgar Evers College are seeking an experienced Program Manager to oversee the TTP Program @ Medgar. The role will involve significant work directly with NYC-based industry partners and the NYC Tech Talent Pipeline as well as department faculty to review curricula, provide feedback on students' job-readiness, and ensure that overall tech education provided by the college is preparing students with the academic and career readiness skills they need to succeed. *This position is immediately available and will be terminated on June 30, 2022.*

About the NYC Tech Talent Pipeline (TTP)

TTP is a public-private partnership, launched by Mayor Bill de Blasio in May 2014 to support the growth of the NYC tech sector and prepare New Yorkers across the five boroughs for 21st-century jobs. The Tech Talent Pipeline works with public and private partners to define employer needs, develop and test training and education solutions, and scale solutions throughout the City, delivering quality talent for the City's businesses and quality jobs for New Yorkers.

Duties Include:

- Managing the TTP@MedgarEvers program's goals and objectives and support for students' specialized needs in the Departments of Computer Science and of Computer Information Systems.
- Managing budget and resources.
- Collecting data for, analyzing, and reporting on grant activities and outcomes.
- Collaborating effectively with staff and faculty to realize academic support for students in the Departments of Computer Science and of Computer Information Systems
- Supporting and holding periodic meetings with industry partners, program advisory board, advocates for students, and academic partners to ensure the program's effectiveness.

- Maintaining communications with the student population to gain feedback on the academic curriculum's effectiveness and providing recommendations to upgrade the curriculum.
- Analyzing program data and developing measurement criteria in partnership with others to enhance student learning outcomes and success in each of the key program dimensions.
- Maintaining a database of incoming and graduating students each semester and the targeted bottleneck classes' enrollment and completion.
- Assessing applicants' Computer Science and coding knowledge, as well as professional skills
- Administering and connecting Medgar students to the CUNY Tech Prep program
- Holding technical discussions with engineers at employers' sites to help find ways to match our students with their needs.
- Working with employers' partners and TTP to source internship opportunities.
- Administering the internship matching process with TTP and the hiring companies.
- Working to integrate TTP residency into the college's infrastructure including gaining buy-in from faculty and administration and bringing employers to campus to promote post-graduation opportunities.
- Conducting a program review and assessment for continuous improvement of subsequent cohorts.
- Meeting with students on a regular basis to make sure they are on track to meet the goals and requirements of the program
- Driving student engagement activities across campus. This also includes overseeing all student-focused communications such as newsletters, job postings, program updates via email, and other activities.
- Serving as the primary point of contact and resource throughout the program.
- Planning opportunities for Participants to network and showcase their technical skills to employer representatives, the College community, and the greater NYC tech sector;
- Working with the Success Coach and the TTP to support Participants' job searches and connection to employment
- Sustaining relationships with NYC-based employers and supporting the sourcing of technical internship opportunities.

Other Duties

Qualifications

Required Competencies:

- 3-5 Years Experience in Project Management or Program Management Experience **- Reference Expected**
- Experience dealing with undergraduate students and recent alumni
- Competence and comfort with employer outreach business development and partnership building
- Understanding of the tech ecosystem Scene, as understood broadly (e.g., jobs, careers, companies, meetups, fairs, networks).

Preferred Competencies:

- Previous familiarity with academic environments, particularly in STEM fields.
- Previous professional experience in a tech field, preferably within or adjacent to NYC tech companies.
- Experience working at a College Institution (full or part-time)
- Experience working on Grants (MOUs, proposals, data collection).