

<b>Job Title</b>	Program Manager, CUNY Honors Business Hub
<b>PVN ID</b>	MH-2306-005690
<b>Category</b>	Instruction and Social Service
<b>Location</b>	MACAULAY HONORS COLLEGE
<b>Department</b>	Academic Affairs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$86,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 22, 2023 (Or Until Filled)

## General Description

Since 1847, The City University of New York has provided a path to success for generations of New Yorkers. In this rich tradition, Macaulay Honors College was established in 2001 as a consortial college linked with eight CUNY partners—Baruch College, Brooklyn College, City College of New York, College of Staten Island, Hunter College, John Jay College of Criminal Justice, Lehman College, and Queens College—to integrate the vast resources of the City University with New York’s cultural, scientific, and business communities. As a top Honors college in the nation, Macaulay offers a first-rate experiential education to high achieving students—especially those who are first generation and low income—along with access to the immersive opportunities that help them achieve big, bold dreams. Under the leadership of its new Dean, Dr. Dara N. Byrne, Macaulay Honors College is on a distinct mission to reimagine equity, excellence, and access.

Macaulay Honors College is seeking a highly motivated and experienced professional to serve as Program Manager for a newly created CUNY Honors Business Hub, a robust career readiness program designed for business majors in honors programs across CUNY with a special focus on engaging underrepresented students.

As the Program Manager, you will be responsible for the development, implementation, and evaluation of various initiatives aimed at preparing business students for successful careers in the corporate world. Your expertise in program management, career development, and business acumen will be crucial in ensuring the program's effectiveness and impact.

**Note: this is a grant-funded, 18-month position with possible extension.**

Reporting to the Associate Director of Career Development responsibilities include:

Program Implementation/Administration:

- Collaborate with stakeholders, including faculty, industry professionals, and career services, to launch and refine the program
- Develop a structured curriculum encompassing essential skills such as resume building, interviewing

techniques, networking, business etiquette, and professional development, ensuring alignment with academic schedules and student needs

- Identify and integrate relevant resources, tools, and technologies to enhance the program's delivery and engagement
- Organize and facilitate workshops, seminars, and events to deliver program content effectively, including three business competitions for students
- Identify and recruit students across all 35+ CUNY Honors program to benefit from the program activities
- Recruit, train, and supervise a team of mentors and guest speakers to deliver specialized sessions on various career-related topics

#### Student Engagement and Support:

- Develop strategies to actively engage business students in the program and encourage their participation
- Provide one-on-one coaching and mentoring to students, guiding them through the career exploration and job search processes
- Foster relationships with industry partners to facilitate internships, job shadowing, and networking opportunities for program participants

#### Program Evaluation and Improvement:

- Establish evaluation metrics and feedback mechanisms to assess the program's impact and effectiveness.
- Collect and analyze data and feedback from program participants, faculty, and industry partners to identify areas for improvement.
- Continuously refine the program based on insights gained from evaluations, market trends, and emerging industry demands.

#### Collaboration and Relationship Building:

- Collaborate with faculty, academic advisors, and career services to align the program with the overall academic curriculum and student learning outcomes.
- Cultivate and maintain relationships with industry professionals, alumni, and business organizations to leverage their expertise and resources for program enrichment.

The ideal candidate has experience with student success programming and career preparation. They have a passion for ensuring positive and supportive student experiences; a strong understanding of the needs and challenges facing underrepresented minority and first-generation students; excellent oral and written communication skills, including active listening and the ability to communicate program requirements effectively to students; excellent problem solving; the ability to build and maintain positive, professional relationships with students, staff, and faculty. They have experience cultivating relationships with underrepresented minority and first-generation students in business disciplines; and experience managing budgets and planning events. The Program Manager will also supervise a Program Specialist (to be onboarded on 1/1/24) to support the program efforts.

## Other Duties

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## Qualifications

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## **Qualifications**

- Bachelor's degree in business administration or a related field and six years related experience.

A preferred candidate will have:

- A Master's degree in business administration or related field
- Proven experience in program management, preferably in a higher education or career services setting.
- In-depth knowledge of career development strategies and practices relevant to business majors.
- Familiarity with the corporate world, including recruitment processes, industry trends, and employer expectations.
- Strong organizational, communication, and interpersonal skills.
- Ability to work collaboratively with diverse stakeholders, including students, faculty, and industry professionals.
- Excellent coaching and mentoring abilities to guide students in their career exploration and job search journey.
- Proficiency in utilizing technology platforms and tools for program delivery and evaluation.

Evidence of refined written and oral communication skills