
Job Title	Program Manager â€“ Collaborative Wellness Project
PVN ID	MH-2309-005828
Category	Instruction and Social Service
Location	MACAULAY HONORS COLLEGE
Department	Student Success and Equity
Status	Full Time
Annual Salary	\$70,000.00 - \$75,000.00
Hour(s) a Week	35
Closing Date	Dec 28, 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 collaborative, organized, entrepreneurial individual to manage our Collaborative Wellness Project. The goal of this project is to develop and implement comprehensive wellness programming for the College community under a co-created model in which students will play a major role. The Program Manager will oversee efforts among the Macaulay Student Wellness Ambassadors, selected faculty leads, and a Wellness Task Force formed specifically for this project, serving as the internal point person. The Manager will also serve as the point person for our external partners who will help guide program development and implementation, including the JED Foundation and Mount Sinai.

The ideal candidate holds a bachelor’s degree in health, social work, mental health counseling, or related discipline, and has experience in student mentoring/coaching and project management. They have a passion for ensuring positive and supportive student experiences; a strong understanding of the needs and challenges facing high-achieving students from diverse backgrounds; 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 community partners and experience managing budgets and planning events.

Note: This is a grant-funded (2-year) position.

Reporting to the Executive Director for Student Success and Engagement at Macaulay Honors College, the Program Manager will:

- Coordinate the recruitment and onboarding of 16 Student Wellness Ambassadors across Macaulay's 8 campuses
- Provide supervision and support to Student Wellness Ambassadors
- Work with Macaulay staff to recruit 2 faculty liaisons for the project
- Serve as point person for program partners to collect data to identify student needs in the community through different methods, including administering surveys and coordinating and leading focus groups
- Work with students and program partners to develop a series of programming, informed by the data collected, that meets the various dimensions of wellness and in multiple formats
- Develop calendar of wellness programming and events, and promote events to encourage participation
- Plan and execute a year-end community-wide Wellness Symposium with activities and special guests
- Prepare end-of-year report that includes a description of program activities, metrics on participation, highlights and challenges (and how challenges were addressed), and plans for the upcoming year
- Prepare, distribute, and assess end-of-year survey to Macaulay community, to include student suggestions on improving program offerings and/or delivery
- Occasional travel to the 8 CUNY campuses on which Macaulay has presence as necessary (John Jay College, City College, Lehman College, Queens College, Hunter College, College of Staten Island, Brooklyn College, Baruch College)

Other Duties

- Performs related duties as assigned

Qualifications

Bachelor's degree in health, social work, mental health counseling, or related field and 3-5 years of related experience