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Job Title	Summer Assistant Director
PVN ID	NY-2303-005526
Category	Managerial and Professional
Location	NYC COLLEGE OF TECHNOLOGY
Department	Office of the Provost
Status	Full Time
Hourly Rate	\$45.00-\$45.00
Hour(s) a Week	35
Closing Date	May 30, 2023 (Or Until Filled)

## General Description

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### CUNY Career Launch

This summer, thousands of CUNY students will prepare their careers by interning in a job related to their major and that requires a college degree. A new initiative will recruit students from throughout CUNY who haven't had substantial paid professional experience but who are ambitious, bright, and ready to practice what they are learning in the classroom in the work world. The goal is to better position them for entry into the labor market while promoting their long-term success.

Interns will have the opportunity to build skills, extend their professional networks, add valuable experience to their resumes, and contribute to employers throughout NYC in several key industries, such as education, healthcare, and government. Employers will benefit from CUNY students' many talents and knowledge.

This new initiative will be coordinated in CUNY's Central Office of Academic Affairs and implemented in 5 CUNY colleges.

### CUNY Career Launch - Public Engagement Unit (PEU)

New York City of Technology (City Tech) will serve as the lead on the Career Launch partnership between the Public Engagement Unit of the Mayor's Office and CUNY. Career Launch PEU internships give CUNY students a chance to improve New York City's future one person at a time. To create healthy, caring, and resilient communities, students will conduct proactive outreach to vulnerable New Yorkers in the community and connect them to important government benefits and neighborhood resources. While making a difference in the lives of fellow New Yorkers, students also gain real-world experience and expand their transferable job skills such as leadership, communication, and confidence.

The program is looking to hire 100+ undergraduate interns, and multiple key staff positions for the summer.

**Applicants for this position must be current CUNY graduate students or recent Masters or PhD level graduates.**

### Summer Assistant Director

## **Job Duties:**

### **Recruitment**

- Support intern recruitment
- Support intern selection
- Support graduate student supervisor selection

### **Project Planning**

- Meet with PEU, College and Career Launch staff
- Create a plan for supervisor training and supporting training
- Create a plan for undergraduate intern training
- Support onboarding of supervisors
- Collaborate with the Director to create systems and processes for managing interns
- Design a master internship schedule, with the help of intern supervisors, that can adapt to individual intern needs while also ensuring consistent overall coverage for the program

### **Management and Supervision**

- Oversee the PEU internship in close coordination with PEU management
- Manage and oversee intern supervisors
- Implement processes and systems in partnership with PEU and the College to manage and communicate with interns and intern supervisors
- Evaluate program performance to inform key decisions
- Provide feedback and support on intern and intern supervisor training
- Implement processes and protocols for intern supervision
- Troubleshoot problems and respond to issues as they arise
- Create processes to support interns' professional growth
- Resolve individual intern issues in partnership with supervisors
- Manage records including performance and attendance
- Coordinate human resources tasks
- Collect and report data; write progress notes
- Help with managing databases to ensure accuracy; track trends
- Assist with preparing administrative reports and identifying relevant human stories
- Support office management duties
- Maintain understanding of policies and regulations relevant to the program

## **Other Duties**

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- Attend required staff meetings and training
- Perform related special projects and other duties as assigned

## **Qualifications**

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- Bachelor's degree; advanced degree preferred.
- Work experience in workforce development, business development, education, government, community services, career services or related field.
- Strong program design and management skills.
- Outstanding strategic thinking and problem-solving skills.
- Excellent organizational skills, attention to details and ability to meet deadlines.
- Ability to follow up and ensure timely response to students and other stakeholders.
- Administrative and supervisory experience in a multi-level team setting.
- Proficiency with data management and quantitative analysis.
- Excellent writing, interpersonal, and communication skills.
- Demonstrated computer skills and experience with standard desktop tools (MS Office, Zoom, Slack, databases, program management software etc.)
- Ability to be flexible and to adapt to changing situations and priorities.
- Ability to be diplomatic to maintain confidentiality and professionalism.
- Flexibility to work some evening hours and occasional weekends.

**Compensation: \$45/hour**

35 hours/ week.

Immediate Hire.

**This is a grant-funded position, which will end in September 2023.**