
Job Title	Program Manager
PVN ID	NY-2411-006542
Category	Managerial and Professional
Location	NYC COLLEGE OF TECHNOLOGY
Department	Computer Systems Technology
Status	Full Time
Annual Salary	\$70,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jan 01, 2025 (Or Until Filled)

General Description

The Computer Systems Technology Department at CUNY New York City College of Technology (City Tech) seeks an ambitious Program Manager to oversee the preparation, planning, launch, and implementation of the TTP Program at City Tech. The role will involve significant work directly with NYC-based industry partners and the NYC Tech Talent Pipeline to review curricula, provide feedback on students' job-readiness, teach in the classroom, and ensure that overall tech education provided by the college is preparing students with the academic and career readiness skills they need to succeed.

TTP 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.

Other Duties

- Provide support to accomplish the TTP at City Tech program's goals and objectives and support for students' specialized needs in the Computer Systems Technology Department
- Collect data for, analyze, and report on grant activities
- Collaborate effectively with staff and faculty to realize academic support for students in the Computer Systems Technology Department
- Support and hold periodic meetings with industry partners, program advisory board, advocates for students, and academic partners to ensure the program's effectiveness
- Maintain communications with student population to gain the feedback of academic curriculum's effectiveness and provide recommendations to upgrade curriculum
- Analyze program data and develop measurement criteria in partnership with others to enhance student learning outcomes and success in each of the key program dimensions

- Maintain database of incoming and graduating students each semester and the targeted bottleneck classes' enrollment and completion
- Assess applicants' Computer Science and coding knowledge, as well as professional skills
- Administer and connect CityTech students to the CUNY2xTech programs
- Work with employers' partners and TTP to source internship opportunities
- Administer the internship matching process with TTP and the hiring companies
- Work to integrate TTP residency into the college's infrastructure including gaining buy-in from faculty and bringing employers to campus to promote post-education opportunities
- Conduct a program review and assessment for continuous improvement for subsequent
- Meeting with students on a regular basis to make sure they are on track to meet the goals and requirements of the program
- Drive student engagement activities across This also includes all student-focused communications such as newsletters, job postings, program updates via email and other activities
- Serve as the primary point of contact and resource
- Plan opportunities for Participants to network and to showcase their technical skills to employer representatives, the College community, and the greater NYC tech sector
- Work with the larger CUNY2xTech and TTP team to support Participants' job searches and connection to employment
- Sustain relationships with NYC-based employers and support sourcing of technical internship opportunities

Qualifications

Required Competencies:

- 3-5 Years' Experience in Project/Program Management Experience
- Technical knowledge, including a working knowledge of at least one coding language, preferably JavaScript
- Experience dealing with undergraduate students and recent alumni
- Comfortable 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
- Previous professional experience in a tech field, preferably within or adjacent to NYC tech
- Experience working at a tech bootcamp
- Experience working at a College Institution (full or part time)
- Experience working on Grants (MOUs, proposals, data collection)
- Computer Science Student / Major