

Job Title	Program Assistant
PVN ID	PS-2009-003715
Category	Instruction and Social Service
Location	CUNY SCHOOL OF PROFESSIONAL STUDIES
Department	Professional Education and Workplace Lea
Status	Full Time
Annual Salary	\$50,000.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	Jan 15, 2021 (Or Until Filled)

General Description

The CUNY School of Professional Studies (CUNY SPS) provides online and on campus degree and certificate programs that meet the needs of adults who are looking to finish or transition into a bachelor's degree, earn a master's degree or certificate in a specialized field, advance in the workplace, or change careers.

Home to the first fully online degree programs at the City University of New York, CUNY SPS offers fully accredited degree and certificate programs for students who want the flexibility and convenience of online education. CUNY SPS was ranked in the top 5% in the Nation in U.S. News & World Report's list of the 2020 Best Online Bachelor's Degree Programs.

Drawing on CUNY's nationally and internationally renowned faculty and practitioners, as well as industry and education partners, the School's programs provide opportunities for personal growth, job mobility, greater civic participation, and new ways to advance knowledge.

Within CUNY SPS, the Office of Professional Education and Workplace Learning (PEWL) designs custom workplace learning programs to help organizations achieve their goals. To our partnerships, we bring knowledge of research-based learning practices as well as experience in developing innovative programs.

Description:

CUNY SPS seeks an experienced Program Assistant to support the NYC Administration for Children's Services (ACS) Workforce Institute which provides professional development programming for child welfare and juvenile justice staff in partnership with CUNY. The Program Assistant for will support the maintenance, development and operationalization of learning and professional development programs for child welfare and juvenile justice practitioners with the goal of strengthening outcomes for children. The role will provide strategic

planning, project management and logistics support. The CUNY team works onsite at ACS offices and at Workforce Institute training facilities, though currently working remotely due to the pandemic.

Other Duties

- Support the coordination of logistics as part of the management of a diverse portfolio of professional development courses for child and family services professionals working across the five boroughs.
- Collaborate with ACS and CUNY colleagues to support the successful piloting and full roll-out of professional development offerings.
- Respond to inquiries from front line employees, supervisors and managers about professional development offerings.
- Support registration to guarantee all relevant learner information is captured prior to courses beginning.
- As needed, learnings during their learning experience with is currently being offered virtually.

Qualifications

- High School diploma or equivalent required; Bachelor's degree preferred in education, business management, psychology or related field.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Demonstrated experience in using project management tools.
- Familiarity with tools/ applications needed for data collection, analysis, and reporting.
- Demonstrate understanding in how managing stakeholder relationships, including clients and partner organizations; customer service experience a plus.
- Ability to work effectively as part of a team.
- Superior attention to detail.
- Knowledge of MS Office (i.e. Microsoft Word, Excel, PowerPoint).