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<b>Job Title</b>	Program Manager, Contract Management
<b>PVN ID</b>	PS-2112-004445
<b>Category</b>	Managerial and Professional
<b>Location</b>	CUNY SCHOOL OF PROFESSIONAL STUDIES
<b>Department</b>	CUNY School of Professional Studies
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$70,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 28, 2022 (Or Until Filled)

## General Description

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About the CUNY School of Professional Studies:

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.*

CUNY SPS partners with Administration for Children's Services (ACS) to develop professional learning opportunities for child welfare and juvenile justice professionals. The collaboration between the two organizations has formed the ACS Workforce Institute (ACS WI).

The ACS Workforce Institute is a state-of-the-art professional development institute that strengthens skills and provides support to child welfare and juvenile justice frontline staff as they strengthen and support New York City's families and children. <https://www.nycacstraining.org>

### Description:

Reporting to the Deputy Director of Budget and Scope Management, the Program Manager of Contract

Management will join a team that provides fiscal and administrative support to the over ACS WI team and work collaboratively with SPS Grants Office and various ACS WI workstreams. The Program Manager will be responsible for onboarding consulting vendors and managing vendor contracts and relationships. The Program Manager will also assist as needed in budget management and reporting.

## Other Duties

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### **Duties and Responsibilities:**

- Conduct vendor onboarding calls and collect essential documents.
- Work closely with stakeholders and assist in contract negotiations.
- Respond to requests for information on contract terms and provide ongoing support during the contract term.
- Document approval of scope of services, liaise with vendors and legal/fiscal teams, negotiate contract terms, ensure SOW is aligned with program needs, ensure quality assurance of all contracts.
- Keep an active record of vendor agreements and reconcile agreement expenses.
- Manage all vendor contracting communications with SPS Grants Office and RF legal department.
- Maintain active list of external vendors by category. Propose recommended vendor options to sponsor for engagements as needed.
- Assist with budget management and reporting.
- Monitor work and performance of vendors and assist in processing payments against Independent Contractor Agreements (ICAs) and Purchase Orders (POs).
- Assist with procurement and Accounts Payable functions.
- Other duties as assigned.

## Qualifications

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- Bachelor's degree in related field.
- 2-4 years' experience working in an office environment.
- Experience with procurement in a non-profit organization preferred.
- Experience with budgets and web-based budget tracking systems.
- Strong computer skills required (Microsoft Word, Excel, PowerPoint, and Outlook).
- Aptitude in decision-making and working with numbers.
- Experience in collecting and analyzing data.

**\*This position is funded by a city grant program which mandates that all employees are vaccinated against COVID-19\***