
Job Title	Tech Talent Coordinator
PVN ID	VA-1509-000711
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Continuing Education and Workf
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	Nov 04, 2015 (Or Until Filled)

General Description

RESEARCH FOUNDATION

THE CITY UNIVERSITY OF NEW YORK

Position Title: Tech Talent Coordinator

Department: Office of Academic Affairs

The CUNY Office of Academic Affairs, Continuing Education and Workforce Programs unit (CEWP) offers a number of paid internship and employment opportunities for CUNY students to complement their learning in the classroom with practical hands-on workplace experiences. CUNY has increased its emphasis on private sector internships offered through these programs, with a focus on information technology and applied computer science internships at startups, medium, and large companies throughout New York City. Internship content ranges from networking management to web design, coding, and app development. The office is seeking a motivated and customer service-oriented individual with excellent organizational skills to assist with the maintenance, retention, and development of these private sector opportunities.

Other Duties

Reporting to the Director of Internship Programs and the Director of the Office of Workforce Partnerships, the Tech Talent Coordinator will be responsible for the following tasks:

- **Coordinating CUNY Tech Consortium Activities:** Working with the CEWP stakeholders to manage Tech Consortium activities outlined below.
 - Interfacing with Partner Companies: Working with partner company human resources departments to determine job qualifications and industry needs; coordinate yearly performance reviews; ensure internship retention; and increase both direct job placements and job placements evolving from internships
 - Data Tracking & Reporting: Tracking student data through customer relationship management (CRM) software; ensuring accuracy and integrity of all project data; maintaining CRM file system
 - Interfacing with Students: providing customer service to all project participants; operating career readiness activities for students, including mock interviews and group career readiness seminars; troubleshooting situations as they arise.____Coordinating student outreach and recruitment for CUNY's private sector internship partner companies; liaising with campus career centers; pre-screening students for open positions, with an emphasis on vetting candidates best suited for private sector internships and jobs
- Performance Metrics:
 - Facilitate and support placement of 200 CUNY students annually in tech internships and jobs
- Other: Related responsibilities as deemed necessary.

Qualifications

- Bachelor's degree preferred.
- 4 years of experience in project management, workforce development, staffing, human resources, student affairs, sales, marketing, operations, or another related area.
- Understanding of the New York City tech industry.
- Highly organized and detail-oriented with excellent time management skills.
- Excellent communication, writing, and interpersonal skills, with a customer-focused approach to working.
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced work environment.
- Ability to think on one's feet and use good judgment to quickly analyze and solve problems.
- Experience with data management.
- Strong computer skills required, specifically: proficiency with Microsoft Word, PowerPoint, Excel, Outlook, and web-based systems.
- Human resources policies experience, job development experience, and/or marketing and outreach experience are recommended, but not required.