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| **Job Title** | Program Manager - Women in Tech |
| **PVN ID** | VA-1602-001034 |
| **Category** | Managerial and Professional |
| **Location** | OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS |
| **Department** | Office of Academic Affairs |
| **Status** | Full Time |
| **Salary** | Depends on qualifications |
| **Hour(s) a Week** | 35 |
| **Closing Date** | Apr 25, 2016 (Or Until Filled) |

# General Description

CUNY's Central Office will be launching a new initiative that will support CUNY community and senior colleges committed to increasing the number of women pursuing degrees and career opportunities within New York's tech sector, and to support their persistence and advancement in the sector. In partnership with a cohort of leading technology companies CUNY will provide and support opportunities and programming that focuses on drawing more women into the city's tech talent pipeline. Through this initiative, CUNY students will have access to scholarships, tech internships, and community programs, while colleges will receive support in professional development for CS/IT staff, student retention and recruitment efforts, and connecting to a nationwide group of college and university Computer Science/Information Technology pursuing similar efforts and initiatives. This work will be incorporated into the broader portfolio of tech projects currently being overseen by the Office of Workforce Partnerships under the supervision of CUNY's Office of Academic Affairs' Continuing Education and Workforce Programs unit.

The Office of Workforce Partnerships seeks to promote industry and employer engagement with CUNY by developing and implementing initiatives aimed at increasing opportunities for practical skills development and work-based training opportunities for CUNY students, especially in STEM (Science, Technology, Engineering, and Mathematics) areas. To achieve its goals, OWP builds and leverages partnerships with employers and industry associations to ensure that CUNY programs are effectively preparing graduates for the workforce.

The Office of Workforce Partnerships is seeking an experienced and dedicated professional, with strong program and project management skills and a strong interest in New York City's technology industry to assist in managing the launch of this new initiative. Working with CUNY leadership, external partners, and the CUNY Tech Consortium, the Women in Tech Program Manager will oversee the day-to-day implementation and activities of this new initiative including overseeing the implementation of the various program components, providing technical assistance individual colleges to ensure student recruitment and participation, and assisting with strategic planning. Additionally, this position will work with CEWP colleagues to develop systems to increase internship and job opportunities, manage talent recruitment and sourcing for employer partners, and to provide ongoing support to students and college staff.

This position will primarily report to the Director of the Office of Workforce Partnerships, with a secondary report to the Special Advisor to the Chancellor on Strategic Partnerships.

## Other Duties

- Oversee and manage various aspects of program implementation at the CUNY colleges.
- Act as a central point of contact at CUNY for the initiative's activities.
- Organize logistics and oversee event management for Central Office-led special events.
- Coordinate the production and distribution of promotional materials, including the development of content for public-facing websites.
- Provide direct technical assistance and professional development training to staff colleges to assist them in implementing programs under the initiative.
- Build and maintain relationships with CUNY colleges' staff including both management and direct service staff and support them in managing campus efforts
- Coordinate with CEWP colleagues to track job and internship opportunities of employer partners and help manage the student recruitment process.
- Assist with program data collection, outcomes monitoring and evaluation to ensure that the initiative is meeting programmatic and strategic objectives, as well as projected outcomes.
- Present and/or represent the initiative and Office of Workforce Partnerships to both internal and external audiences as needed.
- Attend relevant tech evening and/or weekend events 2-3 times a month.
- Other duties as assigned.

## Qualifications

- Bachelor's degree required.
- 3+ years' experience in career readiness, tech workforce recruitment, and/or workforce development experience. At least one (1) year program management/project management experience.
- Must be a self-starter who is excited by the prospect of launching a new tech sector-focused, student development program within CUNY. Must be flexible and adaptable to changing priorities within a startup environment.
- Should have a solutions-oriented work style that reflects integrity, flexibility, and good judgment. Comfortable taking initiative in addressing opportunities and challenges.
- Excellent planning, organizational, and project management skills. Must demonstrate an ability to successfully manage timelines/deadlines and to achieve key milestones. Should be comfortable working in a fast-paced environment.
- Knowledge and awareness of the New York City's tech sector, particularly in regards to gender diversity and workforce needs.
- Technology Savvy—Comfortable and familiar with technology including social media, web-based applications, and databases. Intermediate to advanced MSWord, Excel, and Powerpoint; comfortable designing graphs and charts and incorporating graphics into reports, presentations, and other materials. Some design experience a plus.

- Excellent writing and research skills. Capable of developing polished written text for marketing and outreach materials, as well as for program and staff resources.
- Strong communicator; Must be comfortable speaking in front of groups of 10-25+ people.
- Good interpersonal skills; Can effectively and easily work across teams/departments and collaborating with groups inside and outside of CUNY including faculty, administrators, employers, and industry partners.
- Ability to attend evening and weekend events 2-3 times per month.