



Job Title	Continuing Education Project Manager
PVN ID	VA-1605-001195
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$55,000.00 - \$62,500.00
Hour(s) a Week	35
Closing Date	Aug 28, 2017 (Or Until Filled)

General Description

The City University of New York seeks a Continuing Education Project Manager to coordinate a new occupational training initiative. The project manager, under the supervision of the assistant director for continuing education and exercising substantial independent judgment, will coordinate a new initiative training community health workers in a variety of content areas. The manager will work closely with staff from the NYC Department of Health and Mental Hygiene, who have expertise working with this crucial and emerging workforce. The main role of the manager will be to coordinate the operations of a robust training calendar that includes one large conference, four medium-sized convenings, four small convenings, and 31 single-day trainings. The manager will be responsible for booking space, managing food orders, contracting with instructors, and other event-related tasks. The position is guaranteed through the end of October, with the possibility of continuing through 2018 based on performance.

Other Duties

OTHER DUTIES:

- Ensures all events run smoothly;
- Tracks attendance at all events;
- Maintains detailed records of events, all project activities, and expenditures. Provides detailed reports on these topics each month;
- Works with the financial department to bill for services, supplies, and personnel;
- Liaises with CUNY colleges who will host the events;
- Schedules and leads site visits;
- Recruits instructors for the trainings;
- Develops and implements participant satisfaction surveys for events;
- Dialogues with NYCDOHMH to verify that training curricula and event agendas meet the needs of the workforce; and

- Assists the assistant director for continuing education and other departmental staff, as needed.

Qualifications

CORE TASKS AND COMPETENCIES:

- Superior problem solving skills;
- Strong attention to detail;
- Ability to create simple, efficient operational plans;
- Ability to develop and monitor project budgets;
- Clear and direct written and verbal communication;
- Ability to meet deadlines; and
- Ability to recruit qualified teaching staff and monitor their work.

QUALIFICATIONS:

Possession of the core competencies determined to be required at the time of hire; **AND**

A Bachelors' Degree in a directly related field of study from an accredited institution, and no fewer than three years of progressively responsible experience of related work; **OR**

A Master's Degree in a related field of study from an accredited institution, an appropriate certification of specialization, and two years' experience performing related work; **OR**

Equivalent education and experience in a related field and a record of significant accomplishment.

Preferred Qualifications:

Experience with healthcare sector trainings, especially emerging titles like community health workers.

This position is guaranteed through October 2016, with the possibility of continuing through 2018 based on performance.