
Job Title	One CUNY Program Manager
PVN ID	VA-1608-001322
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of Academic Affairs
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Oct 12, 2016 (Or Until Filled)

General Description

The City University of New York (CUNY), the nation's largest urban public university, comprises 24 institutions throughout the five boroughs that enroll 270,000 degree- credit students and approximately 270,000 continuing education students a year. CUNY plays a critical role in training workers for the healthcare industry and offers a wide range of degree and non- degree programs in this area. Through an expanded partnership with the New York City Department of Small Business Services and the New York Alliance for Careers in Health, the CUNY Central Office will manage the One CUNY Initiative with the goal of ensuring that CUNY adult and continuing education programs are the go-to education providers for (1) healthcare institutions seeking to recruit and hire qualified talent trained with the skills needed to practice in today's healthcare system, and (2) New Yorkers seeking affordable and quality education that leads to a career start or growth in healthcare.

The **One CUNY Program Manager** will report to the assistant director for continuing education. They will provide critical support to this important initiative.

Program Objectives:

- CUNY offers industry-informed curriculum in high-demand healthcare occupations that lead to employment. These programs would have articulated education pathways across the university.
- There is coordination, consistency, and quality across CUNY schools for industry-informed and piloted programs, and program curricula are "open source"
- Outcome data and labor market data are used to make programmatic decisions university-wide: enhanced and successful education and training models funded through contract/grant sources are sustained on the tuition-based side and programs with poor outcomes are no longer offered
- Schools have strong employer partnerships and robust student demand for programs

Core Responsibilities:

The **One CUNY Program Manager** will oversee operational functions and strategic planning for this expansive and dynamic initiative, which includes but is not limited to:

- Develop policies and procedures that support the program objectives
- In partnership with NYACH, co-chair a steering committee comprised of individuals from multiple colleges working together to achieve the goals of One CUNY
- Work with colleges to identify opportunities for credit articulation and develop articulation agreements
- Support the development of a university wide instructor pool
- Create and provide quality assurance for a curriculum library
- Collect, aggregate, and centralize program data (enrollment, completion, and SSN's in order to analyze employment outcomes) and use it to inform evidence-based strategies for replicating or redesigning programs
- Oversee the completion of detailed curriculum outlines (*template*) as a mechanism for both employer review and feedback and to share with sister schools
- Operationalize the scaling up of existing, successful programs based on demand, including creating train-the-trainer sessions and professional development
- Identify areas to ensure quality and efficiencies on a university-wide level

Other Duties

- Coordinates with colleges on programmatic and administrative issues
- Assists in the creation of process flow documents, work plans and other documents necessary for effective administration of the program
- Travels to each college and other locations to complete assignments and build partner relationships
- Completes special projects, administrative and programmatic duties as assigned

Qualifications

- Bachelor's degree is required, a master's degree in higher education or similar is preferred;
- A minimum of two (2) years of experience, including at least one (1) year of experience with education or workforce development programs;
- Strong communication and organizational skills;
- Creative approach to solving complex problems;
- Comfort with inputting clean, useful data and analyzing data reports;
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment;
- Understanding of the healthcare sector, including current initiatives on the federal, state, and local level;
- Flexibility with the nature of the role;
- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook, and Access);