
Job Title	Project Manager, Accelerated Studies in Associate Programs (
PVN ID	VA-1609-001377
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Office of the Senior University Dean for
Status	Full Time
Annual Salary	\$58,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Jan 06, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY) is the nation's leading urban public university, serving more than 540,000 students in degree, certificate, and continuing education programs at 24 colleges and institutions in New York City. The Office of the Senior University Dean for Academic Affairs (SUD) oversees a wide range of programs and initiatives within the University and in New York City, including adult literacy, service learning, early childhood professional development, workforce development, and continuing education programs. SUD also oversees a number of collaborative programs between the University and the New York City public schools, such as CUNY's Early College Initiative (ECI) and College Now; additionally, the unit manages the CUNY Language Immersion Program (CLIP), CUNY Start, and the Accelerated Study in Associates Program (ASAP).

ASAP helps students earn their college degree as quickly as possible, by removing the financial, academic, and personal obstacles that many students confront. Key ASAP program features include a consolidated block schedule, cohorts by major, required full-time study and comprehensive advisement and career development services. Financial incentives include tuition waivers for financial aid eligible students, yearly textbook vouchers, and monthly MetroCards for all students. Further information is available at www.cuny.edu/ASAP.

Bronx Community College (BCC) is currently undergoing an institutional redesign and college-wide expansion of the Accelerated Studies in Associate Programs (ASAP). The BCC ASAP expansion is a deeply collaborative project between BCC, ASAP and the CUNY Office of Academic Affairs. The Project Manager supports this important collaborative effort through the development and management of an accessible and thorough project work plan. The Project Manager reports to the University Dean for Strategic Initiatives in the CUNY Central Office.

Other Duties

RESPONSIBILITIES & REQUIREMENTS

- Actively acquire campus and program specific information in order to gain the college and program knowledge that is required to clearly articulate project tasks and assignments relating to the ASAP expansion
- Participate in campus meetings to discuss project development and implementation
- Collaborate with the BCC ASAP Expansion team to create work plans and timelines, assign tasks, set/monitor milestones, and deliver briefings
- Draft monthly progress reports for BCC and ASAP leadership
- Manage changes to the work plan and share updates with project staff
- Successfully manage professional relationships with BCC personnel
- Provide periodic updates on the BCC ASAP work plan and progress to CUNY ASAP leadership
- Create and maintain comprehensive project documentation
- Coordinate the schedules of the project team members as needed
- Support the BCC ASAP Office as needed
- Perform other duties as assigned

Please note: The applicant's cover letter should directly address the responsibilities and requirements as stated and should demonstrate an understanding of project management and its distinctness from program management.

Qualifications

QUALIFICATIONS

- Bachelor's Degree with a minimum of three years' experience managing complex projects
- Exceptional project management, prioritization, and planning skills, with demonstrated success producing high-quality deliverables on time
- Experience collaborating with and supporting the needs of multiple stakeholders
- Detail-oriented and ability to keep accurate, well-organized records
- Ability to work independently and also function effectively in a collaborative office with diverse internal and external constituents of various levels
- Strong organizational skills
- Excellent communication skills—written and oral
- Highly proficient working knowledge of Microsoft Office
- Project management certification preferred
- Familiarity with enterprise project management products such as Microsoft Project, Basecamp, and Smartsheets

SALARY: 58,000-65,000, commensurate with experience.

TO APPLY: Interested individuals should provide a resume and cover letter.