
Job Title	Program Coordinator, CUNY Cultural Corps
PVN ID	VA-1708-001971
Category	Instruction and Social Service
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS

Department

Status	Full Time
Annual Salary	\$44,000.00 - \$54,000.00
Hour(s) a Week	35
Closing Date	Sep 11, 2017 (Or Until Filled)

General Description

The City University of New York (CUNY) is partnering with New York City's Department of Cultural Affairs and The Rockefeller Foundation to launch the [CUNY Cultural Corps](#), which will create opportunities for CUNY students to work in the City's cultural sector starting in Fall 2016. Modeled after the [CUNY Service Corps](#), which provides hundreds of CUNY students with paid work experience in civic-oriented jobs in community-based organizations and government agencies, the Cultural Corps aims to be a strong student pipeline for successful alumni into New York City's arts and culture institutions. These institutions include non-profit cultural organizations involved in the visual, literary and performing arts as well as public-oriented science and humanities institutions including zoos, botanical gardens and historic and preservation societies.

The 2017-18 CUNY Cultural Corps Academic Year Internship will place 135 CUNY students with cultural organizations throughout New York City to serve in a broad range of capacities, including curatorial services, accounting, education, marketing, program development, and more. Components of the CUNY Cultural Corps will include the following:

- Pre-service and Ongoing Professional Development of CUNY Students - Students will participate in professional development training both before and during their placements. Pre-service training will address basic workplace readiness skills, such as communication with supervisors, workplace etiquette, and cultural competency, as well as special topics specific to the needs of cultural institutions such as museum behavior, the etiquette of visiting museums, finding relevant connections between art and everyday life, and more. Ongoing trainings will support students as they work with cultural organizations throughout the academic year and connect students to the civic engagement mission of NYC's cultural sector.
- Ongoing Training and Support for Cultural Institutions - The CUNY Cultural Corps will equip NYC's cultural institutions with the tools to welcome CUNY students and leverage their skills and interests. In addition to providing training for partner sites on successfully hosting CUNY students, the Cultural Corps will offer additional partner supports, including program orientations, training for first-time supervisors, and troubleshooting of student issues.
- Rigorous Program Evaluation - CUNY will rigorously evaluate the CUNY Cultural Corps, assessing

student gains in workplace skills, abilities, and knowledge; personal development; social/professional networks; and academic motivation. Capacity-building benefits to cultural institutions will be assessed as well.

Other Duties

Under the direction of the Manager of the CUNY Cultural Corps, the coordinator will:

STUDENT DEVELOPMENT

- Support recruitment & selection of CUNY students and alumni for the CUNY Cultural Corps
- Support matching of students to community partner sites
- Co-develop and administer training and enrichment programming for 130-student cohort in the CUNY Cultural Corps; basic topics to be addressed include goal-setting, communication, dependability, problem-solving, civic engagement, teamwork, public speaking, professionalism, networking, and resume writing; cultural enrichment programming specific to the arts and culture landscape in New York City could include a special speaker series, site visits to notable exhibits/sites; dynamic, interactive creativity workshops, facilitated by teaching artists and performers; and skill development trainings in specific content areas
- Assist with student check-ins as needed

PROGRAM ADMINISTRATION

- Coordinate and organize materials for key functions and meetings;
- Help manage the program budget and coordinate purchasing, accounting, and reconciliation;
- Manage RF CUNY bi-weekly payroll administration and provide instructions and basic advice to Cultural Corps community partners and students seeking information on administrative payroll policies;
- Manage general questions from stakeholders by email and phone;
- Be responsible for office management functions, including organizing calendars, conference calls and meeting space requests;
- Support the planning and hosting of special events and programs;

Performs related duties as assigned.

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A bachelor's degree in education or a social science discipline strongly preferred
- Two to Five years' experience developing and managing arts & culture, service learning, community service, civic engagement, volunteerism, field work, experiential education programs in higher education
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external constituents in a large centralized public university system
- Presentation, negotiation, conflict management, mediation, group facilitation skills
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines;

- Experience in purchasing departments and payroll management is preferred;
- Strong computer proficiency using standard office software programs, in particular Microsoft Excel;
- Flexibility to work some evening hours and occasional weekends preferred