
Job Title	CUNY SYEP Program Manager - Student Success
PVN ID	VA-1812-002832
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Full Time
Annual Salary	\$58,000.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Feb 13, 2019 (Or Until Filled)

General Description

The City University of New York is launching the CUNY Summer Corps—a new initiative that will be a part of DYCD's Summer Youth Employment Program (SYEP). This will be a large University-wide program serving 1,000 students this summer. The Summer Corps builds off the success of CUNY Service Corps & CUNY Cultural Corps. The Summer Corps will provide eligible CUNY students with paid summer employment for six weeks for 25 hours per week with a pay of \$15 per hour. The goal of CUNY Summer Corps is to promote career exploration and career development that effectively prepares students for long-term career success.

The City University of New York seeks two entrepreneurial, dynamic, and detail-oriented professionals to serve as the CUNY Summer Corps Program Managers, one student-facing and one employer-facing. This job posting is for the Program Manager- Student Success. Reporting to the Associate Director of Career Success Programs, the Summer Corps Manager- Student Success will serve as a primary administrator of the program in relation to student recruitment, intake, and success. The manager will develop the processes and relationships needed to run a strong student-facing program. Specifically, the manager will oversee administrative processes for student recruitment, intake, and training; oversee data entry & database management processes for student applicants; and serve as the primary liaison between a variety of administrative staff at CUNY and DYCD in relation to these functions.

Other Duties

This Summer Corps Program Manager- Student Success will:

- Work closely with Program Manager- Employer Success on administration of the program;
- Support the recruitment of at least 1,500 applicants by managing partnerships with existing CUNY programs and CUNY staff. Of the 1,500 applicants, 1,000 will form the starting cohort in July;
- Develop and implement student marketing strategies to promote interest and participation, and engage in

outreach activities with students, faculty and staff;

- Manage the student application process and provide coaching, guidance and related support services to participating students;
- Train faculty and staff members at participating colleges with student interview and selection methods;
- Oversee the student selection process and support the matching process which pairs students to employers;
- Communicate with prospective and selected students about program timelines, processes, and policies;
- Organize pre-program work-readiness training for students;
- Hire and manage a team of site monitors who will conduct weekly site visits to employers during the summer along with Program Manager-Employer Success;
- Maintain all necessary files, folders, and processes for the program in strict adherence to DYCD policies, procedures, and regulations;
- Plan and execute events, such as a Matching Fair, employee training sessions, and staff planning meetings, along with team members;
- Work closely and act as the main liaison with CUNY's HR department, fiscal department, legal department, data department, employer engagement staff, student development staff, and others who will be supporting the Summer Corps program. CUNY's HR and fiscal department will be hiring and managing a team of payroll experts to support the Summer Corps program;
- Oversee all other administrative processes, as needed; and
- Performs related duties, as assigned.

Qualifications

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

- A bachelor's degree required; An advanced degree in career counseling, education or social science discipline is a plus;
- Three to five years' experience in administration of programs in education or workforce development; prior experience with managing a DYCD SYEP program is highly preferred.
- Experience with student recruitment, interviewing and selection, as well as conducting related training;
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines;
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external partners.
- Strong computer proficiency using standard office software programs, in particular Microsoft Office;
- Experience working collaboratively in a team oriented and outcomes focused environment;
- Flexibility to work some evening hours and occasional weekends preferred.

How to apply:

For full consideration, upload a position focused cover letter and résumé as ONE MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. Your cover letter should specifically describe your work experience as related to the duties of this position.

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We are committed to enhancing our diverse academic community by actively encouraging people of all race, color, religion, gender, gender identities or expressions, sexual orientation, national origin, genetics, disabilities, age, or protected veteran status to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. CUNY is an EEO/AA Employer.