
Job Title	CUNY SYEP Summer Corps Program Manager - Employer Success
PVN ID	VA-1812-002833
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	Apr 30, 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 Manager, one student-facing and one employer-facing. This job posting is for the Program Manager- Employer Success. Reporting to the Associate Director of Career Success Programs, the Summer Corps Manager- Employer Success will serve as a primary administrator of the program in relation to employer engagement, recruitment, and onboarding. The manager will develop the processes and relationships needed to run a strong employer-facing program. Specifically, the manager will oversee administrative processes for employer recruitment and orientation; oversee data entry & database management processes for employer applicants; and serve as the primary liaison between a variety of program staff at CUNY and DYCD to collaboratively create and manage 1,000 placements for student interns.

Other Duties

This Summer Corps Program Manager- Employer Success will:

- Work closely with Program Manager- Student Success on administration of the program;
- Act as liaison between CUNY and employer partners, managing the recruitment and onboarding of these partners and monitoring the success of students' internship experiences once placed;
- Maintain a portfolio of at least 130 employers / community partners and serve as a highly responsive

liaison for participating supervisors;

- Develop and implement targeted marketing strategies to promote employer interest and participation in the CUNY Summer Corps program;
- Manage the employer application process through DYCD's platform;
- Oversee the employer selection process and support the matching process which pairs students to employers;
- Communicate with employers about program timelines, processes, and policies and organize pre-program partner orientation;
- 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-Student 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 employer engagement staff, in particular within the Continuing Education and Workforce Programs unit, who will be supporting 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 business, education or social science discipline is a plus;
- Three to five years' experience in administration of programs in education, partnership management, or workforce development; prior experience with managing a DYCD SYEP program is highly preferred.
- Experience with employer or relationship management 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.