

Job Title	Sector Innovation Specialist - Tech
PVN ID	VA-1812-002837
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Full Time
Annual Salary	\$90,000.00 - \$110,000.00
Hour(s) a Week	35
Closing Date	Jun 07, 2019 (Or Until Filled)

General Description

MISSION

As part of the Career Success portfolio overseen by the University Dean of Continuing Education and Workforce Programs, CUNY is seeking to hire a Sector Innovation Specialist in the Technology sector, an industry that is important to the NYC economy, to act as a connection point between industry and CUNY's 24 colleges.

GENERAL DESCRIPTION

Sector Innovation Specialists play a pivotal role in the private sector employer engagement strategy for CUNY's university-wide Career Success initiatives. Specialists will work directly with employers in key industries to create true partnership between CUNY colleges and Greater NYC's vibrant business community. Through these connections, employers will have access to a variety of career development engagement activities including guest lecturing, networking events, curriculum support and feedback, and the development of hiring plans for internships and full time positions. Specialists will report to the Director of Sector Innovation.

Other Duties

Represent the central access point to the University for industry on behalf of CUNY's colleges and faculty. The Tech Sector Innovation Specialists works with the Sector Innovation Team team to elevate CUNY's business engagement and carry out project activities.

- Act as the industry expert and liaison for college staff, employer partners, and Central Office colleagues
- Cultivate a portfolio of high-level industry relationships with key employers in the respective area of focus resulting in multi-faceted partnerships that directly benefit CUNY students.
- Implement a business engagement strategy that includes developing at least 20 anchor employer partners

that actively support CUNY's mission and partner with the university in a variety of ways including hiring CUNY students and graduates as employees and interns

- Increase the University's visibility, and broaden CUNY's footprint within the technology sector in New York City and in other key markets relevant to CUNY students
- Work closely with college partners and other staff to program events for students, college staff, and faculty
- Work with faculty to develop curriculum as appropriate
- Work with career services staff to ensure student preparation aligns with employer needs
- Attend staff meetings and trainings as required.
- Perform special projects and other duties as assigned.
- Maintain detailed records of engagement activities and track outcomes
- Support the CUNY Career Success Learning Community

Qualifications

- Bachelor's Degree and/or at least 5 years" in the private sector in technical or operational roles. Experience can include direct industry work, recruitment experience, consulting, and adjacent industry work.
- Excellent communication and facilitation skills, experience with employer engagement, fundraising, data management, and project management
- Ability to think strategically, problem-solve, and develop programs and plans to achieve organizational goals;
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment;
- Ability to travel to multiple sites throughout NYC.
- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and other presentation materials
- Ability to travel to other CUNY sites as needed.

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.