
Job Title	Employer Partnerships Developer, Early College Initiative
PVN ID	VA-1903-002978
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	K-16 Initiatives
Status	Part Time
Salary	Depends on qualifications
Hour(s) a Week	0.00
Closing Date	May 07, 2019 (Or Until Filled)

General Description

CUNY Early College Initiative (ECI) Employer Partnerships Developer

Part-time Temporary Role March 15- June 30, 2019 (19 hours/week)

The Early College Initiative at The City University of New York (CUNY) supports nineteen new public schools in New York City that begin in the 6th or 9th grade, serve approximately 500-650 students each, and blend a rigorous college-prep curriculum with the opportunity to earn an associate degree or up to two years of college credit while in high school. The main goal of these schools is to provide students with the confidence and skills necessary to graduate from both high school *and* college.

General Description

Seven of these schools in the Early College Initiative network aim to provide students with significant work-related experiences in addition to their high school and college coursework. These Early College & Career, 9-14 high schools have strong partnerships with leading employers (e.g., IBM, Montefiore Medical Center, Con Edison) that play a variety of roles within the schools, including planning curriculum, mentoring students and staff, hosting interns and participating in school steering committees. Schools are seeking an expanded network of industry partners to provide internship opportunities.

The **Employer Partnerships Developer** will seek to close a gap in spring and summer internship placements, and provide targeted support through 6/30/19 to:

- Introduce new industry partners to our Grade 9-14 schools and ECI via email, phone calls and in-person meetings
- Ensure the completion of 10 signed internship host agreements per technology, engineering and business sectors (minimum 30 total), with 2-5 students hosted per site
- Provide detailed records of outreach to new partners and status of each relationship for the future

Responsibilities

Meeting these goals will require:

- Creating integrated project plan with key milestones, points of collaboration, and deliverables.
- Assessing the readiness and experience level of employers, high schools and college partners to successfully participate in internship programs.
- Strategizing with employers, high schools and college partners to successfully market and recruit internship partners.

Other Duties

Qualifications

Minimum Competencies/Qualifications:

- Associate's Degree Required, Bachelor's preferred
- A minimum of four years of related experience in education and/or workplace training organizations;
- Experience working with educators and professionals from a range of different industry sectors;
- Experience with network development and building relationships with external partners;
- Excellent written and oral communication skills;
- Excellent computer skills.

How to Apply:

Please include a resume and cover letter outlining your experience and interest in a position with CUNY ECI.