



Job Title	CEWP Program Coordinator
PVN ID	VA-1903-002979
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$58,500.00 - \$60,000.00
Hour(s) a Week	35
Closing Date	May 11, 2019 (Or Until Filled)

General Description

MISSION

We build innovative educational and career development programs that strengthen and advance The City University of New York's commitment to promoting equity and mobility for its students.

GENERAL DESCRIPTION

Reporting to the Director for Innovation and Special Projects, the Program Coordinator will provide general administrative support for the unit and manage at least two special projects.

The first project will support the Social Services Career Ladders initiative which will provide employees of city agency-contracted social services providers with up to 50% of tuition at undergraduate and graduate degree programs of the City University of New York.

The second project will support the Communication and Engagement training for the staff of NYC Health & Hospitals Corporation which involves working collaboratively with five CUNY colleges.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities for this position will include, but are not limited to the following:

- Developing an online survey for social services providers and analyzing survey data. Surveys will be administered at least twice a year
- Developing a scholarship application and guidelines for students
- Coordinate student recruitment utilizing a combination of methods including virtual and onsite
- Reporting on scholarships granted and other deliverables

- Responsible for overall oversight and quality assurance of project related training programs
- Maintaining data regarding the progress of trainings
- Reporting to Health + Hospitals regarding the progress of onsite trainings
- Working with the participating colleges to execute classroom delivery for Health & Hospitals
- Conduct monthly site visits throughout the academic year when classes are in session
- Assist with program data collection, outcomes monitoring, and evaluation
- Acting as a central point of contact for college partners, central office staff, external partners, and other stakeholders regarding the work and activities of assigned projects

Other Duties

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- Attend project related evening and weekend events 1-2 times a month
- Represent CUNY at both internal and external functions as needed
- Other related responsibilities as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree required.
- 2+ years of experience in career development, program/event coordination and project management or a related area, including one (1) year of experience working in higher education or nonprofit.
- Excellent planning, organizational, and project management skills. Must demonstrate the ability to manage timelines/deadlines and to achieve key milestones successfully.
- Ability to manage multiple priorities in a fast-paced environment with high attention to detail.
- Strong communicator with good interpersonal skills; comfortable establishing and building good, productive working relationships with a variety of people across all levels (executive to peers, industry, as well as internal and external stakeholders).
- Understanding and some experience managing social media accounts including developing/curating content such as tweets, videos, and pictures required.
- Excellent problem-solving skills. Comfortable taking initiative and/or addressing different issues as needed; able to think on one's feet and use good judgment to quickly analyze and solve unexpected problems.
- Strong writing skills. Capable of delivering polished written content for websites, PowerPoint presentations, and other materials.
- Technology Savvy—Comfortable and familiar with technology including social media, web-based applications and data systems, and computers.
- Intermediate to advanced MSWord, Excel, and PowerPoint; comfortable designing graphs and charts and incorporating graphics.
- Willingness to attend evening or weekend events 1-2 times a month.

Preferred Qualifications

- Three years project management experience

Physical Demands and Environment Requirements

- 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
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, sitting for prolonged periods of time.
- Ability to travel to other sites throughout NYC

EEO Info

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.