

---

<b>Job Title</b>	CUNY Summer Corps - Field Supervisor
<b>PVN ID</b>	VA-1904-003023
<b>Category</b>	Instruction and Social Service
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Develop
<b>Status</b>	Full Time
<b>Hourly Rate</b>	\$20.00-\$20.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jun 03, 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. The goal of CUNY Summer Corps is to promote career exploration and career development that effectively prepares students for long-term career success.

The CUNY Summer Corps Program seeks five professionals to serve as Field Supervisors for a temporary position between mid-June – August 2019. Reporting directly to the CUNY Summer Corps Program Manager of Student Success, the Field Supervisors will serve as program ambassadors and provide on-site support to our partnering employers and students. This position is for 35 hours of work per week for 10 weeks of the program.

## Other Duties

---

- Travel daily to assigned worksites, acting as a liaison between program staff, partnering employers, and Summer Corps students (monthly MetroCard will be provided)
- Responsible for drop off of paperwork and student timesheets at CUNY central on a daily basis
- Assess worksite compliance as per funder's guidelines, ensuring worksites are providing safe and supportive environments to Summer Corps students
- Monitor student performance at worksites in collaboration with the Program Manager, Student Success; providing advisement, support, and conflict resolution
- Collect and maintain participant weekly timesheets, program evaluations, and complete weekly monitor reporting using DYCD templates
- Monitor and report any worksite incidents and potential violations to Program Managers using DYCD issued site reports

- Assist the administrative team with maintenance of physical employer related files in preparation for program audit by DYCD
- Data entry of collected paperwork from employers and students into the DYCD YEPS online system
- Perform additional related duties as assigned by Program Managers

## Qualifications

---

### Qualifications

- Bachelor's degree preferred, but not required
- Excellent verbal and written communication skills
- Ability to travel and navigate NYC public transportation on a daily basis (monthly MetroCard will be provided)
- Previous experience working with the Summer Youth Employment Program (SYEP), or other DYCD employment programs preferred
- Intermediate to advanced computer skills, including: Microsoft Office Suite, Google Suite. Knowledge of DYCD YEPS database a plus
- Demonstrated ability to interact effectively and collaboratively with a diverse community of students, faculty, staff and external partners
- Proven ability to be detail-oriented, organized, and capable of coordinating multiple assignments and meeting deadlines
- Commitment to successfully complete 10 weeks of this program

### What You Will Gain

- Expand your professional network
- Improve your writing, communication, and reporting skills
- Develop and expand your critical thinking, problem solving, conflict resolution skills
- Strengthen your youth development skills by mentoring young adults in a professional setting
- Monthly metro cards will be given to Field Supervisors for travel throughout the summer

### 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.