

Job Title	Special Projects Manager
PVN ID	VA-1906-003156
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$70,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Aug 27, 2019 (Or Until Filled)

General Description

General Description

As part of the CUNY's Career Success portfolio overseen by the University Dean of Continuing Education and Workforce Programs (CEWP), the Office of Workforce Partnerships plays a pivotal role in student engagement, skills training, and partnership development for CUNY's university-wide Career Success initiatives. The team works directly with employers in key industries to create true partnership between CUNY colleges and Greater NYC's vibrant business community. Through our work, CUNY students are engaged in a variety of career success and career development activities designed to better prepare them for jobs and career opportunities in New York City's key sectors. To support this important work, the Office of Workforce partnership seeks a Special Projects Manager. This role will report to the Director of the Office of Workforce Partnerships and their responsibilities will include:

Other Duties

Duties

- Support the Director of Workforce Partnerships in the development, implementation, and management of new partnerships and programming initiatives including but not limited to the CUNY Year Up immersion programs, the CUNY LifeSci Initiative, the Business Roundtable Workforce Partnership Initiative, and the CUNY Meetup communities
- Lead and manage various aspects of project planning and execution with internal and external stakeholders including central staff, faculty, industry partners, and CUNY colleges. Responsible for achieving related milestone, keeping track of projects' progress and timelines, and meeting specified timelines.
- Oversee the unit-wide coordination of the CUNY Meetup initiative. Coordinate with other unit meetup

organizers to develop shared calendars and event timelines, identify and implement best practices and processes for the initiative, and support the various meetup teams in meeting membership and event targets.

- In collaboration with other team members, work to achieve the unit's and team's Career Success strategic goals, including implementing strategies, cultivating partnerships, and managing efforts to increase staff, faculty, and student participation in CUNY Career Success programming.
- Establish and manage relationships with key stakeholders. Provide regular updates to college partners and other stakeholders regarding opportunities, events and activities for students.
- Project coordination including handling related logistics, scheduling, and administrative support.
- Manage and follow data collection processes regarding student/partner participation and activities.
- Other duties as assigned such as participating and/or contributing to other unit projects and initiatives.

This is a short-term, 6- month grant-funded role, however it is subject to an extension based on the availability of funds.

Qualifications

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A bachelor's degree;
- 3+ years of experience of related project management and/or program development and execution experience in education, workforce development, or career readiness;
- Must be a self-starter. Should be at ease with working independently and taking initiative in addressing opportunities and challenges. Strong critical thinking and problem-solving skills;
- Excellent project management skills including demonstrable experience in project and event planning;
- Detailed-oriented with strong organizational and task prioritization skills. Proven ability to manage timelines/deadlines successfully and to achieve key milestones. Should be highly adaptable and comfortable moving between and coordinating multiple projects in fast pace environment;
- Strong verbal and interpersonal communication skills to work and interact professionally, effectively, and collaboratively with a diverse community of students, faculty, staff and external constituents in a large organization;
- Excellent writing and research skills. Capable of developing concise, well-written text for emails, reports, and program/staff resources;
- Technology Savvy—Comfortable and familiar with technology including social media, web-based applications, and databases. Intermediate MSWord, Excel, and Powerpoint; comfortable using excel functions to analyze data, designing graphs and charts, and developing polished presentations and materials;

- Flexibility to work some evening hours and occasional weekends.

EEO

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.

Salary:

\$35,000 for the 6-months (based on a \$70,000 annualized salary)