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<b>Job Title</b>	CUNY Summer Corps - Senior Program Manager
<b>PVN ID</b>	VA-2001-003460
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Develop
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Feb 25, 2020 (Or Until Filled)

## General Description

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The City University of New York manages a college component of the City of New York's Summer Youth Employment Program (SYEP), CUNY Summer Corps. This is a University-wide program serving 1,200 CUNY college students each summer, working with approximately 200 employers in the public, private, and nonprofit sectors. CUNY Summer Corps provides eligible CUNY students with paid summer employment for six weeks, 25 hours per week, at an hourly pay rate of \$15. The mission of the CUNY Summer Corps program is to provide work skills, career experience, and exploration opportunities that effectively prepare underrepresented college students for long-term employment successes.

The City University of New York seeks an entrepreneurial, dynamic, and detail-oriented professional to lead the CUNY Summer Corps program. The Senior Program Manager will serve as a key administrator of the program. They will develop strong external relationships and improve internal processes to promote a successful summer program while also developing robust linkages to a suite of CUNY workforce opportunities offered during the remainder of the year. The Senior Program Manager will report directly to the University Director for Workforce Programs and will oversee student and employer recruitment for Summer Corps. They will lead a team of professional staff and serve as a primary liaison to an administrative team to ensure efficient hiring, onboarding, and payment processing for CUNY student participants. The Senior Program Manager will oversee database management and will ensure that a team of part-time field supervisors conduct routine employment site visits and carry out daily responsibilities required to maintain an effective, accountable workforce development program. Working with the University Director, the Senior Program Manager will also act as a liaison to CUNY administrators and staff from the Department of Youth and Community Development (DYCD).

## Other Duties

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To ensure an effective, accountable program, the CUNY Summer Corps Senior Program Manager will:

- Report to the University Director of Workforce Programs and liaise closely with CUNY administrators and staff from the Office of Continuing Education and Workforce Programs;
- Liaise with CUNY's Human Resources department, fiscal department, legal department, data department, as well as employer engagement staff, student development staff, and other staff responsible for supporting the Summer Corps program;
- Work closely and communicate frequently with CUNY's Human Resources and fiscal departments, which will provide a parallel team of payroll experts to support students;
- Support recruitment of 1,200 eligible students in partnership with existing CUNY programs and CUNY staff, with a focus on recruiting community college students, economically disadvantaged students, and students with physical and educational challenges;
- Support recruitment of 200 summer employment placements for students, with a focus on recruiting Minority and Women-Owned Businesses and Employers (MWBE's), local high-growth sector employers, and CUNY college campus employers;
- Manage student and employer application processes;
- Manage student selection processes, employer selection processes, and matching processes that pair CUNY Summer Corps students and employers;
- Communicate with students and employers about program timelines, processes, and policies;
- Organize pre-program work-readiness training for 1,200 students;
- Organize pre-program partner orientation for 200 employer partners;
- Maintain necessary files, folders, and processes for the CUNY Summer Corps program in full compliance with DYCD policies, procedures, and regulations;
- Plan and coordinate events, such as employee training sessions, routine staff meetings, and professional development sessions for students;
- Develop robust linkages between Summer Corps and CUNY career/workforce development programs that operate during the academic year;
- Work collaboratively with CUNY staff to promote peer mentorship and alumni engagement for CUNY Summer Corps student participants
- Oversee other administrative processes, as needed;
- Performs related duties, as assigned.

## Qualifications

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### Qualifications

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

- A bachelor's degree;
- At least four years experience in administration of programs in education or workforce development;
- Experience in leadership positions;
- Detail-oriented and organized with the ability to manage multiple assignments and meet deadlines;
- Strong verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external partners.
- Strong computer proficiency using standard office software programs, in particular Microsoft Office;
- Experience working collaboratively in a team oriented and outcomes-focused environment;
- Flexibility to work some evening hours and occasional weekends preferred.

**How to apply:**

For full consideration, upload a position focused cover letter and résumé as ONE MS WORD or ADOBE PDF DOCUMENT in the RESUME FIELD. Your cover letter should specifically describe your work experience as related to the duties of this position.

**EEO**

We are committed to enhancing our diverse academic community by actively encouraging people of any race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetic information, disability, 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.