



Job Title	CUNY SYEP Program Manager
PVN ID	VA-2001-003464
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$58,500.00 - \$62,000.00
Hour(s) a Week	35
Closing Date	Mar 09, 2020 (Or Until Filled)

General Description

The City University of New York manages a large Summer Youth Employment Program (SYEP). This is a University-wide program serving 1,200 students annually. CUNY SYEP provides eligible CUNY students with paid summer employment for six weeks for 25 hours per week with a pay of \$15 per hour. The goal of CUNY SYEP is to promote career exploration and career development that effectively prepares students for long-term career success.

The City University of New York seeks an entrepreneurial, dynamic, and detail-oriented professional to serve as the program manager of the CUNY SYEP program. The CUNY SYEP program manager will be overseeing a team of eight site monitors, recruiting and supporting students and employers, and developing strong programmatic processes. The manager will be reporting to a senior SYEP program manager and working closely with colleagues from the fiscal and administrative team. **This is full-time, temporary position for nine months, if project is not completed, salary will be prorated based upon number of days worked.**

Other Duties

This CUNY SYEP Program Managers will:

- Hire, train, and support a team of 8 site monitors who will need to visit 1,200 students at 200 work sites each week;
- Lead the recruitment of 1,200 eligible students in partnership with existing CUNY programs and existing CUNY staff, with a special focus on recruiting economically disadvantaged community college students;
- Support recruitment of 1,200 summer placements for students, with a particular focus on recruiting MWBE and high-growth employers;
- Manage the student and employer application processes;

- Oversee the student selection process and support the matching process which pairs students to employers;
- Communicate with students and employers about program timelines, processes, and policies;
- Organize pre-program work-readiness training for 1,200 students;
- Maintain all necessary files, folders, and processes for the program in strict adherence to DYCD policies, procedures, and regulations;
- Plan and execute events, such as the Matching Fair;
- Work closely and act as a main liaison with CUNY's HR department, fiscal department, legal department, data department, employer engagement staff, student development staff, and others who will be supporting the CUNY SYEP program. CUNY's HR and fiscal department will be hiring and managing a team of payroll experts to support the CUNY SYEP program;
- Develop and oversee programmatic processes, as needed;
- Performs related duties, as assigned.

Qualifications

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

- A bachelor's degree;
- Three to five years' experience in administration of programs in education or workforce development;
- Experience managing staff;
- 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.

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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.