
Job Title	Break Through Tech Program Manager
PVN ID	VA-2102-003838
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 - \$80,000.00
Hour(s) a Week	35
Closing Date	Apr 05, 2021 (Or Until Filled)

General Description

Mission / Overview

The CUNY Office of Continuing Education and Workforce Programs (CEWP) is dedicated to the mission of connecting academic pursuits with career competitiveness. CEWP works closely with industry to understand the skills required for the most in-demand jobs and trains City University of New York (CUNY) students in those skills to prepare them for early and sustained career success. CEWP's spectrum of programs, including Break Through Tech, are designed to give students an advantage in the job market and help students advance in their careers after securing a job.

Break Through Tech — launched in 2016 with Cornell Tech, CUNY, and industry partners — works at the intersection of academia and industry to propel more women into higher education and careers in tech. Through curriculum innovation, career access and community building, our goal is to achieve gender equality in tech.

Other Duties

DUTIES AND RESPONSIBILITIES

Reporting to the Break Through Tech Director, the Break Through Tech Program Manager is responsible for the growth and implementation of Break Through Tech's programming in New York. This includes establishing and managing ongoing relationships with various stakeholders, including staff and faculty at CUNY; employers and volunteers; students; external partners; communications staff; and the Break Through Tech national team. Additional responsibilities include but are not limited to scoping program curriculum and structure to achieve

strategic goals; executing on all logistical program components; promoting programs to employer, faculty, and student audiences; managing program inquiries; reviewing and admitting students; tracking participation; contracting with facilitators and other service providers; and evaluating and reporting on outcomes.

Qualifications

Minimum Qualifications

- Bachelor's degree with 3-5 years of relevant experience, or equivalent combination of education and experience, working in either an academic or corporate setting managing workforce development, business development, or student services programs.
- Strong organizational skills and experience managing programs within a large and/or complex work environment.
- Ability to set priorities and coordinate ongoing activities in parallel, manage competing demands, and provide timely responses to urgent issues.
- Strong communication, facilitation, and relationship building skills. Ability to work effectively with a diverse set of stakeholders, including employers, faculty, employers, and external partners alike.
- A problem-solving and diplomatic orientation with a proven ability to work in a team context, as well as the ability to be effective when working independently.
- Demonstrated computer skills and experience with standard desktop tools.

Preferred Qualifications

- Masters degree in education, business, public policy, or a related field.
- Experience working in the tech sector or computer science related credentials.
- Work experience in either higher education or a technology organization focused on identifying and developing talent, training programs, or recruitment services.
- Flexibility to work some evening hours and occasional weekends.

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. The location of the position in the near future will operate in a professional office environment. Laptop and other equipment will be provided to support working remotely.

EEO Info

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.