



Job Title	Special Projects Manager
PVN ID	VA-2106-004073
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 - \$65,000.00
Hour(s) a Week	35
Closing Date	Sep 02, 2021 (Or Until Filled)

General Description

CUNY Career Success Initiatives is dedicated to serving students from all 25 campuses, from orientation to getting hired. Our mission is to understand what employers need and equip our students with not only the skills to succeed, but also a choice-filled life.

CUNY Internship Programs (CIP) is home to several public sector internship, fellowship, and experiential learning programs that provide CUNY students with opportunities to develop their workplace readiness skills, earn an income to support living and college expenses, and apply skills learned in the classroom. These programs include:

General Internship Program: Connecting STEM and business majors with paid internships at New York City government agencies

CUNY 311 Project: paid work experience as part-time call takers within New York City's 311 Customer Service Center as well as a rotational internship program within 311's administrative offices

DoITT Fellowship: A three-year program in which alumni work full-time at DoITT, receive specialized training, and take the Civil Service Exam when eligible.

CUNY Internship Programs is part of the Career Development & Internships unit within the office of Continuing Education and Workforce programs (CEWP), which sits in the CUNY Central Office, Office of Academic Affairs.

CUNY Internship Programs is seeking an experienced, dedicated, and customer service-oriented Special Projects Manager to co-develop, implement, and project manage CIP's fellowship opportunities and other special projects.

Other Duties

Under the direction of the Director of Internship Programs, the Special Projects Manager will oversee and execute the following areas:

Project Management

- Provide leadership to support the overall success of the CUNY Internship Programs
- Interface with students, alumni, employer partners, college partners, program/project applicants, external project partners, Personnel Services, and other stakeholders to ensure projects meet their goals
- Oversee and coordinate the marketing, recruitment, application and hiring process of project/program participants in collaboration with liaisons from city agencies
- Develop, enforce, monitor, and implement personnel policies and procedures for fellows
- Manage project budgets and prepare budgetary and programmatic reports
- Oversee project payroll and bi-weekly timesheet submission process in collaboration with Finance/Personnel team
- Present information about project/program opportunities to an array of audiences
- Manage and upkeep CUNY Internship Program's online CSM platform
- Collaborate with CEWP's Budget and Operations team to implement scholarship disbursement
- Upkeep project processes to ensure they are not prohibitive to potential applicants or colleges
- Supervise interns and fellows who are part of CUNY Internships Program

Other Duties

- Other: Related responsibilities as deemed necessary
- Supporting and/or overseeing CUNY student-recruitment internship and job opportunities
- Connecting CIP interns with professional development opportunities and monitoring their progress

Qualifications

Minimum Qualifications

- Bachelor's degree required
- 4+ years of experience in project management, staffing, higher education administration, human resources, operations, or another related area.
- Highly organized, process-focused, and detail-oriented with excellent time-management and administrative skills.
- Experience supervising interns and entry-level talent
- Excellent communication and interpersonal skills, with a customer-focused approach to working.
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced work environment.
- Ability to think on one's feet and use good judgment to quickly analyze and solve problems.
- An overall work style that reflects confidence, integrity, initiative, flexibility, and good judgment.
- Experience managing budgets and preparing data-driven reports.
- Strong computer skills required, specifically: proficiency with Microsoft Word, PowerPoint, Excel, Outlook, CRMs, and web-based systems.

Preferred Qualifications

Administrative and data management experience is a plus

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a remote (work-from-home) position. Laptop and personal mobile device will be provided to support working remotely. The location of the position in the future will operate in a professional office environment.
- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds) and bending, reaching, and sitting for prolonged periods of time.
- Ability to travel to other CUNY sites as needed.

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.