
Job Title	Internship to Employment Manager
PVN ID	VA-2110-004345
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$60,000.00 - \$70,000.00
Hour(s) a Week	35
Closing Date	Dec 27, 2021 (Or Until Filled)

General Description

MISSION

With more than 250,000 students enrolled in 25 campuses across the five boroughs of New York City, the City University of New York is the largest urban University system in the United States. 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.

GENERAL DESCRIPTION

CUNY Office of Continuing Education & Workforce Partnerships (CEWP) oversees the Internship to Employment (I2E) program, which work to connect up graduating seniors and recent alumni with 8-week paid internships with small businesses in New York City. The program will runs twice per year, concurrent with most common CUNY graduation dates. I2E seeks to meet immediate talent needs of small businesses while supporting CUNY alumni who were unable to identify paid internship opportunities during their CUNY tenure and are looking to find professional-track work.

The Program Manager will oversee the day-to-day functioning of the I2E program and ensure that that program meets the above stated goals and metrics.

Other Duties

Internship Management

Reporting to the Director of CUNY Internship Programs, the Program Manager will oversee and execute the

following areas:

- Lead the continued development, implementation, monitoring, and evaluation of the program's operations, policies, and documentation from recruitment through post-program support
- Supervise the Program Coordinator on day-to-day communications and administrative tasks
- With the Program Coordinator, interface with students, intermediary and employer partners, & CUNY and RF CUNY staff to provide excellent and timely customer service to all project stakeholders
- Coordinate the intern hiring and termination process in partnership with the CUNY Office of Academic Affairs Personnel Services team
- Co-coordinate the payroll, sub-contracting, and invoicing process for student interns and employer partners in partnership with Personnel Services and the CEWP Grants and Operations team
- Institute regular online surveying and work-site check-ins and provide weekly reports on the data collected

Other Duties

- Other related responsibilities as deemed necessary

Qualifications

Minimum Qualifications

- Bachelor's degree required
- 5 years of experience in project management, staffing, higher education, human resources, operations, or another related area.
- Highly organized, process-focused, and detail-oriented with excellent time-management skills.
- 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.
- Strong computer skills required, specifically: proficiency with Microsoft Word, PowerPoint, Excel, Outlook, CRMs, and web-based systems.

Preferred Qualifications

- Experience supporting small businesses a plus

Physical Requirements

- This position operates in a professional office environment. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing cabinets and

other presentation materials

- While performing these duties, the employee is required to perform physical activities such as, but not limited to, lifting items (up to 20 pounds), bending, reaching, 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.