

Job Title	Program Manager - Tech-in-Residence Corps
PVN ID	VA-2111-004409
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Develop
Status	Full Time
Annual Salary	\$75,000.00 - \$80,000.00
Hour(s) a Week	35
Closing Date	Jan 26, 2022 (Or Until Filled)

## General Description

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### MISSION

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 CUNY students in those skills to prepare them for early and sustained career success. CEWP's spectrum of programs are designed to give students an advantage in the job market and help students advance in their careers after securing a job.

### GENERAL DESCRIPTION

CEWP is seeking an ambitious Program Manager to oversee the preparation, planning, launch, and scaling of the Tech-in-Residence program. Reporting to CEWP Assistant Director, the role will involve significant work building cross-sector industry relationships in New York City. Developing processes to identify campus course needs, industry instructor recruitment, and coordinating initiatives that positively influence career-readiness. [Tech-in-Residence Corps](#) brings industry professionals from the NYC tech ecosystem into college classrooms to transfer their skillsets and applied knowledge directly to students and to collaborate with Computer Science faculty. It consists of over 60 industry professionals representing 45 companies in NYC's tech ecosystem. The program is currently working with 9 senior colleges and is delivering courses on industry-aligned topics such as Artificial Intelligence, Data Science, Cybersecurity, Web Development, Mobile Development, and more.

## Other Duties

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- **Manage and execute a program to bring tech industry professionals into the classroom** working together with CUNY, and industry partners.
- **Directly manage relationships with industry members of the *Tech-In-Residence Corps***, by deploying a seamless process for recruiting, onboarding, training, assisting, monitoring, and gathering

feedback from qualified industry professionals.

- **Identify campus/program course cadences and curriculum needs to inform creating a seamless pathway for industry professionals** looking to serve in the classroom through engagement of college campuses.
- **Develop and deploy communications and marketing materials** designed to facilitate industry recruitment, onboarding, and retention.
- **Support high-level events and reporting at the request of CUNY** and other stakeholder agencies.
- **Develop and build data centric quarterly (and ad-hoc) reports**
- **Hold partners accountable for delivering on established targets** and track and report on metrics developed.
- **Gather feedback from stakeholders and develop recommendations** for iterating on *Tech-In-Residence Corps* and establishing a sustainable process for bringing industry to campuses across the City.

## Qualifications

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### Required Qualifications

- 3-5 years of experience, with at least two years working/collaborating with external parties
- Knowledge of technology industry and understanding of NYC's educational landscape
- Experience in planning, implementing, and managing initiatives, programs, or services from inception to completion
- Ability to creatively apply qualitative and quantitative tools to both typical and atypical problems
- Has either created or actively contributed to metrics and data informed strategies
- Demonstrated experience successfully mobilizing a diverse group of stakeholders towards a common goal; proven ability to provide excellent customer service to a diversity of clients and partners
- An applied understanding of planning and building systems for scale
- Can demonstrate proficiency with Microsoft Office Suite and similar productivity platforms
- Excellent organization skills and impeccable attention to detail
- Clear communication and writing skills

### Preferred Qualifications

- Familiarity with academic culture and experience in stakeholder engagement
- Foundational knowledge and/or experience in the field of Computer Science, entrepreneurship and tech adjacent fields
- Proven ability to work well under pressure and adapt quickly to change
- Ability to identify and pursue opportunities to systematize work
- Integrity, credibility, and a commitment to the CEWP Mission

### 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.