
Job Title	Program Coordinator, NYC DOE Internships
PVN ID	VA-2201-004529
Category	Administrative Services
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Full Time
Annual Salary	\$55,000.00 - \$65,000.00
Hour(s) a Week	35
Closing Date	Apr 07, 2022 (Or Until Filled)

General Description

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 City University of New York (CUNY) students in those skills to prepare them for early and sustained career success.

GENERAL DESCRIPTION

The City University of New York (CUNY), in partnership with various New York City government agencies, offers students with computing skills the opportunity to gain hands-on experience working at a New York City agency or New York City public school. CUNY Internship Programs is designed to provide City agencies and schools with high- quality STEM interns from CUNY colleges, and in turn provide CUNY students with valuable paid work experience in their field of study.

CUNY Internship Programs is seeking an organized and self-motivated HR professional with excellent attention to detail, strong Excel and interpersonal skills to help support program stakeholders. The Program Coordinator will specifically support the Program's work with the New York City Department of Education. Reporting to the Program Manager, the Program Coordinator will assist in carrying out most of the program's day-to-day activities with relation to the Department of Education school tech support contract.

Applications without cover letters will not be considered.

Other Duties

- Coordinate the submission of 400+ time sheets in collaboration with fiscal and human resource teams.

- Hiring and Personnel Actions: match 200+ candidates with appropriate sites and ensure vacancies are filled expediently; coordinate new hire process, ensuring compliance with all rules and regulations; facilitate weekly on-boarding orientations regarding program policies and welcoming new interns; issue disciplinary actions as needed and operational support to interns as needed.
- Payroll: track intern time worked against expected hours and follow up with students lagging in attendance; respond to questions and concerns regarding payroll and time sheets.
- Data Tracking and Reporting: data entry and maintenance, ensuring accuracy and integrity of all project data; maintain online e-file system and databases
- Compile required documentation for budgets and reports supporting Program Director in all reporting needs
- Interfacing with Interns, School Staff, and RF CUNY Staff; provide customer service to all project participants; troubleshoot situations as they arise; act as primary contact for interns and supervisors; training supervisors in using the time/leave system and program rules and regulations.
- Marketing and Recruiting: attend college career fairs; support upkeep of social media sites.
- Other duties as assigned.

Qualifications

Minimum Qualifications

- Associate's Degree required, Bachelor's Degree preferred.
- Two+ years' experience in Human Resources, student development, workforce development, staffing or another relevant field.
- Exceptionally detail-oriented and organized, with the ability to manage multiple assignments and meet deadlines.
- Excellent verbal, written, and interpersonal communication skills, with a customer-focused approach to working and comfort communicating with college students.
- Demonstrated ability to work independently and collaboratively with diverse populations in a fast-paced and high-volume work environment.
- Ability to exercise sound judgment and think on one's feet to quickly analyze and solve problems.
- Expert user of all MS Office products, Excel in particular, and aptitude to quickly pick up new systems.
- Knowledge of any of the following a plus: the CUNY system, the Department of Education, NYC geography, or IT concept

Physical Requirements

- Due to the COVID-19 pandemic, this position currently is a hybrid (work-from-home and office) position. The permanent 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.
- Ability to travel to multiple sites throughout NYC.

EEO

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.