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<b>Job Title</b>	Program Director, CUNY Career Launch
<b>PVN ID</b>	VA-2202-004580
<b>Category</b>	Managerial and Professional
<b>Location</b>	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
<b>Department</b>	Continuing Education & Workforce Program
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$110,000.00 - \$113,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Apr 07, 2022 (Or Until Filled)

## General Description

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### MISSION

We build innovative educational and career development programs that strengthen and advance The City University of New York's commitment to promoting equity and mobility for its students.

### GENERAL DESCRIPTION

This summer, thousands of CUNY students will prepare for their careers by interning in a job related to their major and that requires a college degree.

A new initiative will recruit students from throughout CUNY who haven't had substantial paid professional experience but who are ambitious, bright, and ready to practice what they are learning in the classroom in the work world.

Interns will have the opportunity to build skills, extend their professional networks, add to their resumes, and contribute to employers throughout NYC in several key industries, such as education and healthcare. Employers will benefit from CUNY students' many talents and knowledge.

This new initiative will be coordinated in CUNY's Central Office of Academic Affairs and implemented at 4 CUNY colleges. The Director will report to the University Associate Director, Continuing Education & Workforce Programs.

The Director is the face and leader of the initiative. They will be responsible for designing, implementing, and coordinating multiple aspects of the program and managing numerous, high-profile relationships.

*This is a temporary position with an expected duration through the end of August 2022 with the possibility of an extension.*

## Other Duties

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### **Leadership & System Development - 40%**

- Provide vision and direction through effective leadership and engagement for university-wide internship programs.
- Routinely create new innovative problem-solving strategies throughout the program.
- Ensure that the program is both student-centered and employer-responsive.
- Negotiate and coordinate with government officials as well as with CUNY leaders in order to meet multiple stakeholders' priorities.
- Work closely with stakeholders to establish a funding stream and execute program vision.

### **Project Management - 30%**

- Manage initiative from start-to-finish; define and execute a program preparation and implementation strategy.
- Manage budgets and project spending. Perform related fiscal monitoring and reporting
- Monitor program performance and modify strategies as needed to ensure its success.
- Work collaboratively with colleges and CUNY's central office to collect and analyze data.
- Prepare reports on the status of experiential learning opportunities.
- Refine program design, program management strategies, and milestones for a complex program to ensure CUNY meets key goals.
- Oversee research and evaluation of the initiative.

### **Team Supervision - 25%**

- Recruit, hire, train, and supervise the program's Central Office administrative and leadership team.
- Ensure smooth collaboration and communication amongst the program's Central Office staff and CUNY Campus staff.
- Advise program managers on effective management tools when necessary.

### **Other Duties - 5%**

- Attend required staff meetings and training.
- Perform related special projects and other duties as assigned.

## Qualifications

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### **Minimum Qualifications**

- Bachelor's Degree with five (5) to ten (10) years of relevant experience, or equivalent combination of education and experience in workforce development, business development, education or a related non-profit field.
- A demonstrated knowledge and expertise of issues related to workforce development, college and career success, business development, and education policy, particularly for low-income and historically marginalized people.
- Experience working on high profile projects. A short-term project funded by local or state government is

preferred, but not necessary.

- Incredibly strong program design and management skills, including ability to set milestones, and lead teams to achieve goals.
- Incredibly strong budget management ability.
- Ability to think strategically, problem-solve, and develop programs and plans to achieve organizational goals.
- Significant administrative and supervisory experience, including directly supervising manager(s) and multi-level team(s).
- Knowledge, professional stature, and demonstrated ability to work effectively with multiple stakeholders.
- Ability to work independently and collaboratively in a fast-paced, demanding, and complex work environment, with the ability to carry out complex assignments and adapt to changing situations and priorities.
- Proficiency with quantitative analysis and data management.
- Excellent writing, interpersonal, communication and strategic thinking skills.
- Demonstrated computer skills and experience with standard desktop tools (e.g., MS Office, Zoom, Slack, databases, program management software).
- Flexibility to work some evening hours and occasional weekends.

### **Physical Requirements**

- Due to the COVID-19 pandemic, this position is currently hybrid, and will soon move to be 100% in the office. Laptop and other equipment will be provided if necessary 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.