

Job Title	College Partnership Senior Manager - CUNY Career Launch
PVN ID	VA-2203-004653
Category	Managerial and Professional
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	Continuing Education & Workforce Program
Status	Full Time
Annual Salary	\$85,000.00 - \$85,000.00
Hour(s) a Week	35
Closing Date	Apr 08, 2022 (Or Until Filled)

General Description

This position is currently temporary until the end of September 2022 with the possibility of extension.

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

DEPARTMENT OVERVIEW

The CUNY Office of Continuing Education and Workforce Programs (CEWP) is dedicated to connecting academic pursuits with career preparation. CEWP works closely with industry and the public/nonprofit sectors 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.

PROGRAM OVERVIEW

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 undergraduate 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

support employers throughout NYC in several key industries, such as education and healthcare. Employers will benefit from CUNY students' many talents and knowledge. This exciting new initiative will be coordinated in CUNY's Central Office of Academic Affairs and implemented at several CUNY colleges.

CUNY Career Launch seeks an entrepreneurial, dynamic, and detail-oriented professional to serve as the College Partnership Senior Manager.

The College Partnership Senior Manager will coordinate and facilitate the relationships between the Central Office and participating college campuses. This person will be in a front-facing role directly involved in program planning and execution.

Four to five college campuses will serve as industry "hubs". These schools will specialize in internship placements within specific industries. Students will apply to specific hubs and, once accepted to the program, apply to jobs within the industry. Each college hub will match students to their designated worksites and manage relationships between the student and employer.

The College Partnership Senior Manager position is a critical role on the CUNY Career Launch leadership team. The position involves strategic thinking, program implementation, coordination, and university-wide relationship management.

The College Partnership Senior Manager will be an employee of The Research Foundation of CUNY and will report to the Career Launch Program Director. Applications will be reviewed on a rolling basis. Candidates are encouraged to apply as soon as possible. This is a full-time temporary position until the end of September 2022 with the possibility of extension.

Other Duties

The College Partnership Senior Manager will oversee the relationships between the Central Office, participating college campuses, and CUNY's K-16 programs. This person will work with the CUNY Career Launch leadership team to align various components of the program and ensure seamless and efficient implementation. CUNY Career Launch is a brand-new initiative, therefore the Senior Manager will be expected to propose, troubleshoot, and refine new innovative processes for program roll-out.

The Manager will oversee three areas of work:

(70%) Align the campus hubs and central office staff. This includes:

- Build a collaborative relationship between the Central Office staff and Campus staff and manage the relationships throughout the program
- Oversee student recruitment coordination with CUNY's participating and non-participating campuses
- Refine a strategy for campus hub roll-out and execution
- Address and follow up with complicated problems and anticipate issues
- Report data on program process
- Support the Program Director to ensure that the campus role is aligned with program proposal and grant funding terms
- Support the participating CUNY colleges in program roll-out and execution
- Help to develop processes and policies
- Develop tools to support seamless cross-campus program roll-out

(20%) Internship matching and execution. This includes:

- Support logistics of the one-week student pre-internship training
- Support campus technology training and roll-out of new data system
- Ensure 100% of student-employer matching completion prior to program start date
- Develop policies and practices to ensure students and employers are equally supported

(10%) Other

- Prepare for audit
- Manage CUNY Career Launch Central Office staff members
- Develop content for and lead meetings
- Participate in senior-level decision making
- Support funding continuation

Qualifications

The successful candidate will have the following knowledge, skills and abilities:

- A Bachelor's Degree; an advanced degree in public administration, higher education administration, business, social science discipline is a plus;
- At least three (3) years' experience in administration of complicated and fast paced programs; professional consulting experience is a plus
- Experience with internal partnership and program coordination as well as process development and program execution;
- Outstanding verbal and interpersonal communication skills to work and interact effectively, collaboratively, and cooperatively with a diverse community of students, faculty, staff and external partners.
- Strong computer proficiency using standard office software programs and CRM databases, in particular Microsoft Office and Excel or Google Sheets.
- Experience working collaboratively in a team-oriented and outcomes-focused environment;
- Experience supervising direct and indirect team members;
- Ability to thrive in a fast-paced, dynamic, and ever changing work environment.
- Ability to adhere to CUNY's location and hybrid in-person/remote work policies.

PREFERRED QUALIFICATIONS

- Experience in workforce development, career services, business development, education or a related non-profit field
- Experience designing and implementing a new initiative from start-to-finish
- Implementation of a first-time-program
- Experience with an NYC public sector or grant-funded project
- Intermediate to advanced data analysis skills
- Public speaking or group training facilitation experience

Physical Requirements

- This position currently is a hybrid (in office and work-from-home) position. This role routinely uses standard office equipment such as personal computers, laptops, tablets, smart phone, photocopiers, filing

cabinets and other presentation materials

- Ability to travel to CUNY sites, as needed

EEO Info

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.